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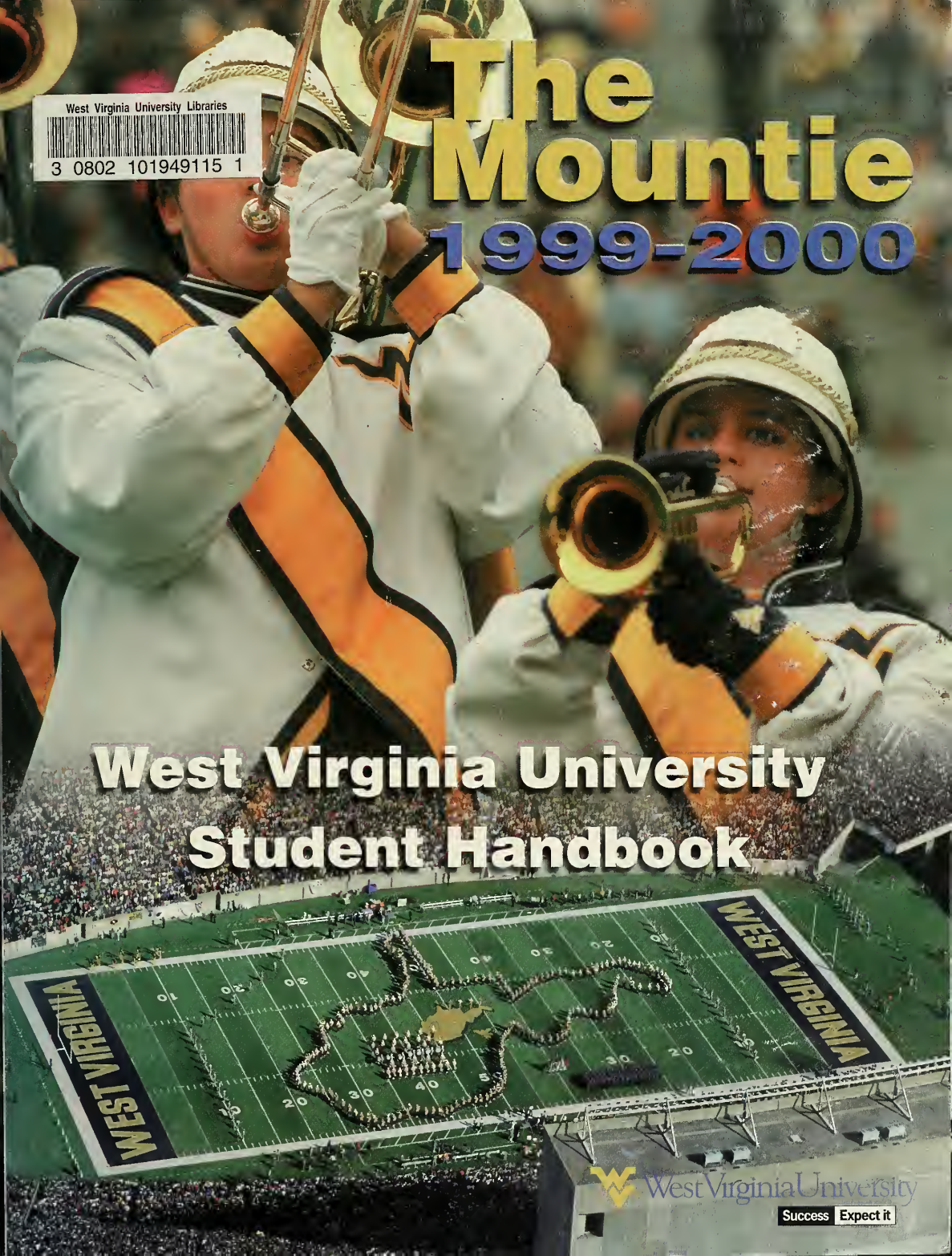
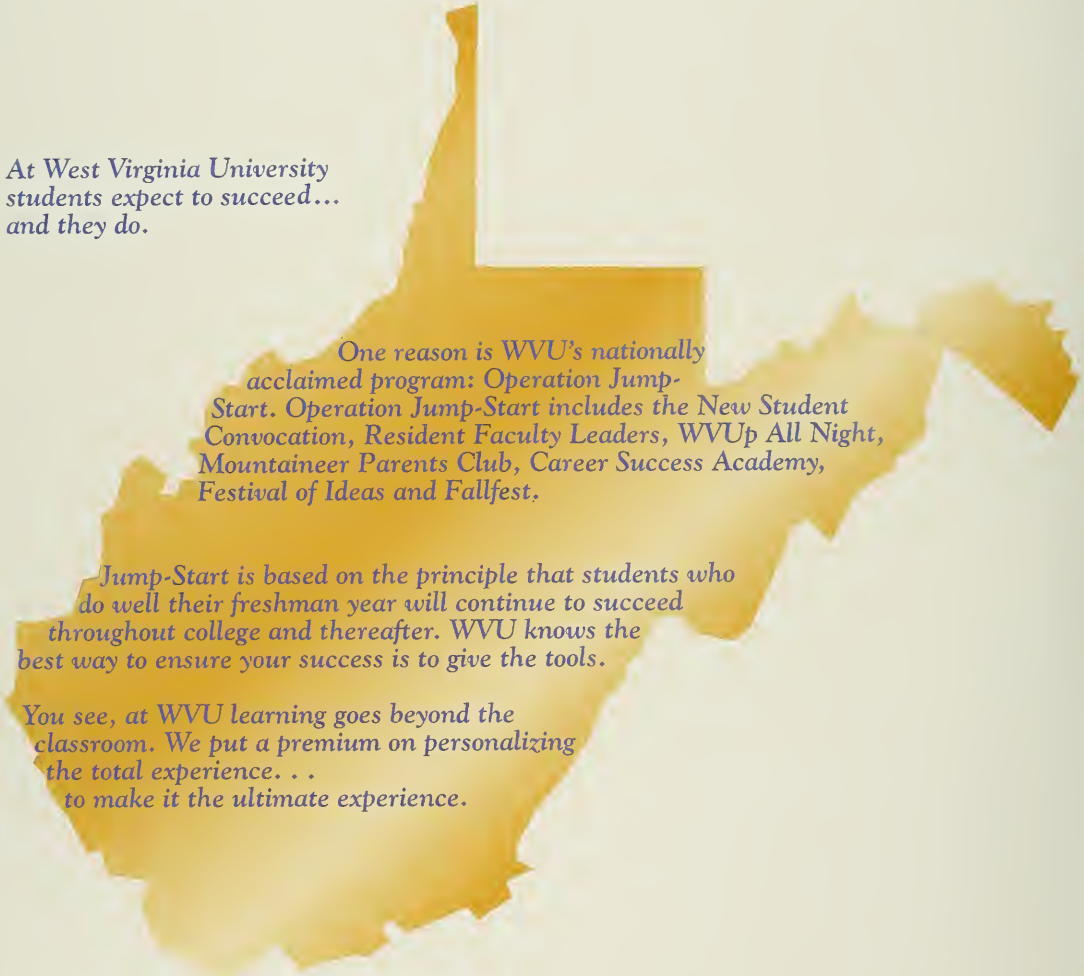


West Virginia University Student Handbook

WestVirginiaUniversity.
Success Expect it

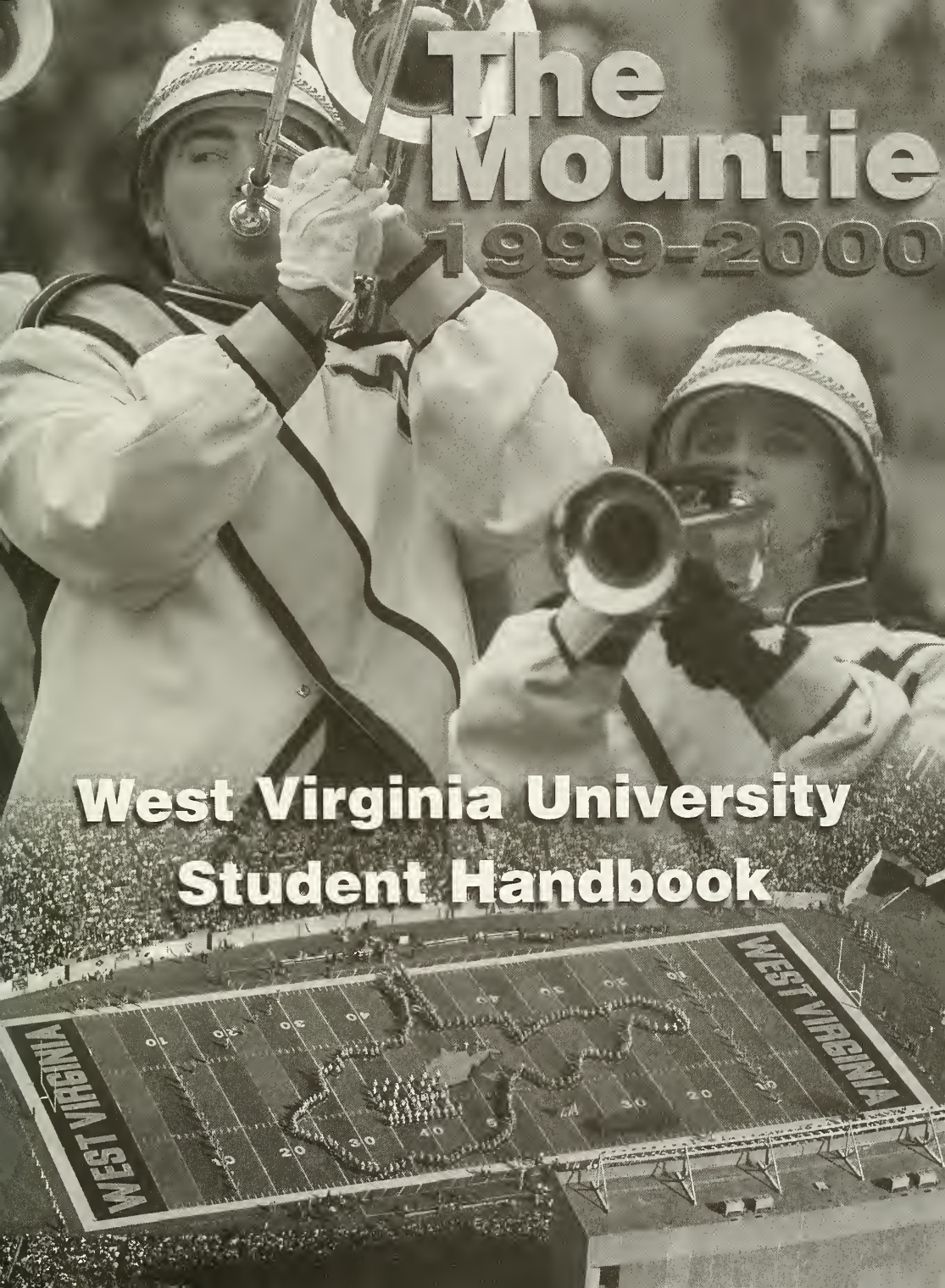
At West Virginia University students expect to succeed... and they do.



One reason is WVU's nationally acclaimed program: Operation Jump-Start. Operation Jump-Start includes the New Student Convocation, Resident Faculty Leaders, WVUp All Night, Mountaineer Parents Club, Career Success Academy, Festival of Ideas and Fallfest.

Jump-Start is based on the principle that students who do well their freshman year will continue to succeed throughout college and thereafter. WVU knows the best way to ensure your success is to give the tools.

You see, at WVU learning goes beyond the classroom. We put a premium on personalizing the total experience. . . to make it the ultimate experience.


The Mountie
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Student Handbook
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WEST VIRGINIA

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West Virginia University is an affirmative action/equal opportunity institution. The university does not discriminate on the basis of age, color, disability, national origin, race, religion, sex (including sexual harassment), sexual orientation, or veteran status in the administration of any of its educational programs or activities or with respect to admission and employment.

Faculty, staff, students, and applicants are protected from retaliation for filing complaints or assisting in an investigation under the university's Affirmative Action Plan. Inquiries regarding the university's non-discrimination policy may be directed to the Director of Affirmative Action, West Virginia University.

The university's Affirmative Action Plan is available in the main libraries and in the Social Justice Office. For information on filing complaints based upon harassment or discrimination, contact the Social Justice Office. See Appendix G for information on filing complaints regarding sexual harassment.

President's Welcome

Dear Students:

It is a pleasure to welcome you to West Virginia University. This is a very important time in your life, full of opportunities and challenges.

I hope you will take a few minutes to look through this student handbook for information that can make your student experience a little smoother. In a place as big as West Virginia University, it is important to know how things operate and where to go when you have questions or need information. This handbook provides a very important starting point.

Good luck to you in your Mountaineer experience.

Sincerely,
David C. Hardesty, Jr.
President

Web site: **http://www.wvu.edu/~presoffc/idx.htm**

Welcome, fellow Mountaineers. You are about to embrace the most memorable years of your life. Be prepared to take advantage of the numerous opportunities that West Virginia University has in store for you.

We as students have many decisions to make that determine our future. Whether it is which class to take, major to pursue, or weekend activity to engage in, every decision counts. Be bold and courageous. Don't be shy. Ask questions, and get acquainted with your surroundings. Remember, we are all here together to get an education and succeed.

West Virginia University is designed to ease new students into college life. Don't miss out on joining student organizations and activities provided for you. WVU has more than 200 student organizations to suit every interest. As student body president and vice-president, we want your transition to be enjoyable with few obstacles. Get organized and be persistent and you will find your efforts will endure well after you graduate.

When you look back on your life, you will regret the things you didn't do more than the things you did. Involvement in the numerous clubs, organizations and other activities will enhance your time here. Your participation will help you gain experience and knowledge, and, most importantly, form relationships that will last far beyond your years at WVU. We in Student Administration want to know your concerns and need your help to attain better campus life.

Once again, welcome to WVU. Our doors in Student Administration are always open to you and your needs. Don't forget to get involved - and remember these three words to help you fit in, LET'S GO, MOUNTAINEERS!

Sincerely,

Doug Skaff
President

Amy Massey
Vice President

A

Absence

"Makes the heart grow fonder" (may apply to parents, but almost never to instructors!). How well you do in a class is almost always directly proportional to how much you attend the class. Even if you have a superior intellect, it is very hard to cut class and still do well. Class attendance has lots of other merits, including discussion, interaction, and opportunities to ask questions. Missing a class is missing an opportunity to learn. It is usually easier to learn in class than to try to catch up on the material by yourself.

Class attendance is taken by many faculty members. If you miss a class during the first week of the term, an instructor has the right to delete you from the roster. If you have to miss a class because of authorized university activities you will have the opportunity to make up regularly scheduled examinations. You should let your professor know you'll be absent ahead of time whenever possible.

See Attendance Policy.

Academic Computing
(304)293-2900

Web site: **http://www.access.wvu.edu**

The Office of Academic Computing is a service-based unit of WVU Computing and Information Resources (WVU-CIR). It provides support free of charge for academic and research computing activities throughout West Virginia University. Those activities include, but are not limited to: consulting; training; research support; strategic planning; locating funding sources for academic and research programs; serving as a support service for applying computer technologies to instruction and research; and administration of computer labs. Two PC-based public computer labs are located on the ground floors of the Mountainlair and the Evansdale library. A public Macintosh lab is located on the ground floor of Colson Hall. The labs are generally open every day, including weekends. The labs support word processing, spreadsheet, and graphics software, and offer connections to e-mail, the Internet, and the World Wide Web.

Academic Programs

Here's a list of the schools and colleges within the university. WVU is a research land-grant university, which means there are lots of colleges, schools, and majors from which to choose:

Agriculture, Forestry, and Consumer Sciences
Arts and Sciences
Business and Economics
Creative Arts
Dentistry
Engineering and Mineral Resources
Human Resources and Education
Journalism
Law
Medicine
Nursing
Pharmacy
Physical Education

Within these colleges and schools, bachelor's, master's, doctoral, and professional degrees are conferred in 166 majors. With all these options, it's not unusual for a student to change his or her major two or three times.

Academic Rights and Responsibilities

See Appendix A. See Appendix C. See Appendix C run. Run, Appendix C, run! Seriously, rights and responsibilities are important, so it's a good idea to check them out. You have a right to know your rights.

Academic Support Services

Contrary to popular belief, professors and staff are not eager to see you earn a grade point average so low that when you square it, it gets smaller. That's why there are lots of support services available.

See Math Learning Center, Learning Centers, Writing Center, and Tutoring.

Add/Drop Period

Friday, August 27, 1999, is the last day to add a class for the first term. Friday, January 14, 2000, is the last day to add a class for the second term. To add a class you need to obtain approval from your adviser. Once you receive this approval, you may register for the class via telephone registration.

The above dates are the same deadline dates to drop a class without receiving a "W" for withdrawal on your record. The last day to drop a class with a *W* record is just after midterm (October 29, 1999, and March 17, 2000). Deadlines for dropping a course are published in the schedule of courses each term and in the residence life publication *Eyes and 'Eers.*

Administration

A list of university VIPs (including the university president and cabinet, deans, directors, and distinguished professors) is available in the university catalog for your reading pleasure. An organization chart is on pages 50-51.

Admissions and Records
(304)293-2121

Web site: **http://www.arc.wvu.edu**

The main office of Admissions and Records is located behind Colson Hall on the downtown campus. There's also a branch office for Admissions and Records at the Health Sciences Center. For Admissions and Records information related to the Health Sciences, call (304)293-3521. Admissions and Records folks are responsible for admission services, course registration, scheduling, student billing, and

records/transcripts. If you are a new freshman or transfer student, you are required to provide this office with proof of measles and rubella immunization.

Advising

Although the university dropped its policy of *in loco parentis* (in place of the parents) in the sixties, there are still plenty of people around to help you decide what to do. One of these people is your adviser, and you would do well to listen because he/she can help you with your class selections, as well as evaluate your career interests and strengths. Advisers are really good sounding boards when you need to bounce an idea off someone.

The Undergraduate Academic Services Center (304-293-5805) is located in the Student Services Center beside the Mountainlair Bookstore and has advisers for all lower division students in the following majors: General Studies, Pre-Business and Economics, Pre-Health Sciences, Pre-Journalism, and most College of Arts and Sciences majors. Those of you who are not in general studies, a pre-professional program, or a pre-program for Arts and Sciences will find your adviser in the specific department where you plan to major. For example, if you are majoring in mechanical engineering your adviser will be in the Engineering Sciences Building.

Academic advisers will not make decisions for you. They will help you identify your options and alternatives and suggest decision-making strategies, but their primary goal is to help you become self-sufficient and self-confident in academic and personal decision making.

"Gourmet Advising" Tips:
- Show up on time for your reservation. If you decide you're not hungry, call ahead to change your reservation time.
- Have an idea of what you want to order before you're seated. Look over the menu before you go in.
- If you don't understand an item that's on the menu, don't be embarrassed to ask the waiter to explain it.
- Don't order more than you can eat.

Affirmative Action
(304)293-5496

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Faculty, staff, students, and applicants are protected from retaliation for filing complaints or assisting in an investigation under the university's Affirmative Action Plan. Inquiries regarding the university's non-discrimination policy may be directed to the Director of Affirmative Action, West Virginia University.

The university's Affirmative Action Plan is available in the main libraries and in the AA/EO office. For information on filing complaints based upon harassment or discrimination, contact the AA/EO office.

See Appendix G for filing complaints regarding sexual harassment.

Africana Studies Program
(undergraduate) Certificate
(304)293-7029

The Africana Studies Program is devoted to the study of the history and culture of African people in the United States, the Caribbean, and Africa. It seeks to explore the African world experience from an African-centered perspective, illuminating the contributions of African people to world culture. The Africana Studies Program is an academic program of the Eberly College of Arts and Sciences and is housed in the Center for Black Culture and Research.

The primary objective of the Africana Studies Program is to provide students with a comprehensive program of study on the African world experience that enhances their understanding of African and African-American culture and life.

Students from all cultural, social, and religious backgrounds are exposed to academic experiences beyond those found in traditional college curricula.

Agriculture, Forestry, and Consumer Sciences, College of
(304)293-2691

Web site: **http://www.caf.wvu.edu/**

The College of Agriculture, Forestry and Consumer Sciences is administratively separated into five divisions: Animal and Veterinary Sciences, Family and Consumer Sciences, Forestry, Plant and Soil Sciences, and Resource Management. Majors within the college include:

Agribusiness Management and Rural Development
Agricultural and Environmental Education
Agronomy
Animal and Veterinary Sciences
Basic Sciences
Biochemistry
Child Development and Family Studies
Environmental and Natural Resources Economics
Environmental Protection
Forest Resource Management
Horticulture
Human Nutrition and Foods
Interior Design
Landscape Architecture
Recreation, Parks and Tourism Resources
Textiles, Apparel and Merchandising
Wildlife and Fisheries Resources
Wood Industries

AIDS

Okay, by this time in your life you're probably sick of hearing about AIDS. Unfortunately, though, every day more than forty people under the age of twenty-five get infected with HIV. At WVU, we want you to be informed and to have the resources to protect yourself. The Student Health Service is a good place for both. We do fun and challenging programs, provide information for class projects, offer confi-

dential counseling, and refer for testing. Call the Health Education Office at (304)293-6972 for information and programs, and (304)293-2311 for individual appointments.

See Appendix I.

Alcohol

Alcohol continues to be the number one drug of choice on college campuses across the U.S. West Virginia University is not exempt from this statistic. The drinking age in West Virginia is twenty-one. The bars and stores in Morgantown are legally bound to "card." No beer or alcohol of any sort is permitted in residence halls or in other WVU buildings (except for beer in the Side Pocket Pub in the Mountainlair) and this is strictly enforced. Morgantown has a tough drinking and drugging law; for example, no open containers of alcohol are allowed in public. The university does have an alcohol and drug education/treatment program.

See Student Assistance Program.

Alcohol/Drugs

A "problem drinker" is someone who does things when they drink that they wouldn't normally do, such as miss class, fight with friends, or spend all their money. Problem drinking can happen the first time you drink or every time you drink. If you, a friend, or a member of your family has a problem with alcohol or other drugs, there are people who can help. Contact the Student Assistance Program at (304)293-6972.

All-Nighter

Although we wouldn't wish an all nighter on anyone, we know that during your next four years at WVU you may experience one. The key to avoiding all-night cram sessions is planning ahead – sounds easy enough, but it works. When writing a paper or studying for a major exam, divide the work up and pace yourself and you won't have to do all nighters. The key to an all nighter, unfortunately, is lots of coffee, a cold room, and an uncomfortable chair. Most people rarely do it more than once. It is almost impossible to function efficiently the day after an all nighter, and research has shown that by disturbing the natural sleep pattern there is some memory loss of material studied.

Alumni

(304)293-4731

Web site: **http://www.wvu.edu/~alumni**

At last count, WVU had more than 130,000 alumni — 57,000 of whom reside in West Virginia. They are never more visible than on football Saturdays when they are dressed in old gold and blue from head to toe. You can usually spot them in the stadium parking lot next to a motor home with a WVU flag hoisted high above it.

After the game, they retire to the Erickson Alumni Center near the College of Creative Arts on the Evansdale campus. The center has meeting and reception rooms and a catering staff to handle every type of event. For alumni, the center is their home away from home on the WVU campus.

Americans with Disabilities Act (ADA) Coordinator

(Voice) (304)293-9232
(TDD) (304)293-3057

The university created an ADA office in 1994 to comply with provisions of the legislation passed by Congress in 1990. Located in room B15 of Stewart Hall, the director of ADA compliance oversees all aspects of the institution's compliance with the legislation. Students, faculty, staff, and members of the public may contact the office for information about accessibility of the campus or for assistance in making an accommodation request.

Appeals

If you have academic or nonacademic problems, the best place to start problem solving is at the lowest departmental level. The higher you start, the more likely it is that you'll be referred back down. For specific avenues of appeal, see the Code of Student Rights and Responsibilities in Appendix A. For financial aid appeals see Appendix K. For appeals that don't fall within the Code of Student Rights and Responsibilities (for example, a complaint against a faculty/staff member or being closed out of a course), document your complaint in writing. Begin at the level where your problem occurs and use the WVU administrative chart on pages 50 and 51 to determine how your appeal should progress. If you are unsure where to start, check with the Office of Student Life in Elizabeth Moore Hall.

Arboretum

(304)293-5201

Located on the Evansdale campus near the Coliseum, the Core Arboretum (named after esteemed WVU botanist Dr. Earl Core) is full of trees indigenous to the Appalachian region. Even if you aren't into indigenous flora and fauna, it has hiking trails and bird walks, and is a great place for a picnic, especially in the autumn when the leaves change. Take a friend and enjoy!

Art

Web site: **http://www.wvu.edu/~ccarts**

An exciting series of exhibitions by students and professional artists, sponsored by the Division of Art, can be seen regularly in the Paul and Laura Mesaros Galleries in the Creative Arts Center. Call the Division of Art curator at (304)293-2140 ext. 3210 for information on exhibitions, visiting artist lectures, and other art-related activities in the Creative Arts Center. In addition, the Grandview Gallery Series exhibits works by WVU students and local artists. The Grandview Gallery is in the Mountainlair.

See Student Activities — Arts and Entertainment Division.

A

Arts & Entertainment

See WVU Arts and Entertainment.

Arts & Sciences, Eberly College of

(304)293-4611

Web site: **http://www.as.wvu.edu**

The largest college in the university is now celebrating its 103rd anniversary. A virtual cornucopia of academic delights, majors, minors and/or certificate programs are offered in:

Africana Studies
Anthropology
Biochemistry
Biology
Chemistry
Communication Studies
Computer Science
Economics
English
Environmental Geosciences
Foreign Languages
Forensic Identification
Geography
Geology
History
Individualized Studies
Interdepartmental Studies
International Studies
Liberal Arts and Sciences
Mathematics
Native American Studies
Philosophy
Physics
Political Science
Psychology
Public Administration
Religious Studies
Slavic Studies
Social Studies
Social Work
Sociology
Statistics
Women's Studies

Arts and Sciences advisers can be found on the second floor of the Student Services Center or in the academic departments.

Athletics

(304)293-5621

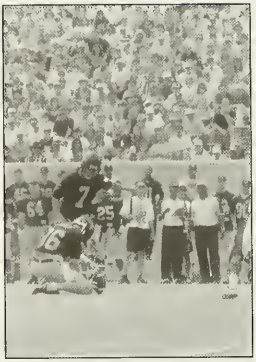
Web site: **http://www.wvu.edu/~sports**
Web site: **http://www.MSNsportsNET.com**

Whether it's the excitement of a football game at Mountaineer Field, the enthusiasm of a basketball game at the Coliseum, or the determination of the rifle team in the Shell Building rifle range, WVU is well represented by its twenty varsity athletic programs.

On autumn Saturdays, there is no more exciting place to be than Mountaineer Field. The West Virginia University football team played for the national title five years ago in the Sugar Bowl after winning the Big East championship with an 11-0 regular season. The 1998 season ended with a trip to the Insight.com Bowl. The Mountaineer men's basketball team has increased its national standing with the move to the Big East; the exciting Coliseum atmosphere has given WVU a home-court advantage that has helped the Mountaineers win eighty percent of their home games over the last decade.

The Mountaineer women's basketball team has also moved into the Big East. The rifle team has won thirteen of the last fifteen NCAA national championships. Wrestling has three Eastern Wrestling League championships and has become a fixture in the Top Twenty rankings.

Gymnastics (an annual fixture in the national ratings), swimming, volleyball, soccer, and baseball are all perennial regional contenders. Women's and men's track, cross country, women's tennis, gymnastics, and swimming have all sent athletes into NCAA and regional competition.



As a student, you are admitted to football and basketball games by showing your full-time ID and PRT cards. Spouse and date tickets may be purchased separately. Contact the Mountaineer ticket office for more information at (304)293-3541.

To be eligible to participate in athletic events, students must have at least a 1.6 GPA at the end of their first year, a 1.7 GPA at the end of their second year, a 1.9 at the end of their third and fourth years, and at least a 2.0 GPA at graduation.

WVU also has an active intramural program. For more information on intramurals, see Student Activities – Campus Recreation Division.

ATMs

Automatic teller machines (ATMs), operated locally by Huntington Banks, are presently found at 5 locations across the WVU campus:

Evansdale Residential Complex
Health Sciences Center (North)
Mountainlair Commons Area
Mountainlair Food Court
Prospect Street next to the Mountainlair Parking Garage

Virtually all major ATM network cards are accepted, including MAC, Cirrus, Money Station, VISA, MasterCard, Plus, Discover, American Express, and Honor. A transaction surcharge will apply to non-Huntington Bank customers. Ah . . . plastic, the new form of money!

Attendance Policy

If you are absent from class for any reason, you are responsible for contacting the instructor within three days and for all missed work unless the instructor's policy requires otherwise. Absences may jeopardize your grade(s) in that class or possibly the ability to continue in the course. Instructors are responsible for keeping accurate enrollment and attendance records. The instructor may set any reasonable attendance policy for the class. The policy may make use of attendance records in determining the final course grade, and if it does, this policy shall be

announced to the students in writing within the first five class meetings.

Attorney for Students
(304)293-4897

The office of the attorney for students is located in G-5 Elizabeth Moore Hall. The attorney is available by appointment to students for legal counseling. The cost for legal assistance is covered by your student fees.

See Leases and Student Life.

Audit
(304)293-2121

If you want to take a class to learn the material but don't want to bother with tests (or grades or credit, for that matter), then you can audit the class. You will be on the class roster and pay the same tuition and fees, but will receive neither a grade nor credit. Audit status is designated when filling out the course registration form and must be determined by the end of the first week of class. If you audit a class one term and want to retake it later for a grade, you have to wait at least one term before retaking the course. Attendance requirements for auditors are determined by the instructor of the course.

A-V Library
(304)293-4019

See Libraries.

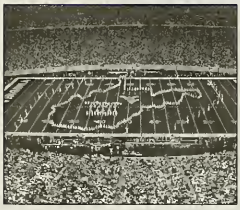
B

Balloon Festival
(304)296-8356

A spectacular event sponsored by BOPARC (the city's parks and recreation commission). Look for the big balloons and a lot of hot air in October. You can arrange rides – they're better than anything in an amusement park.

Band
(304)293-5330 Ext. 3154

E-mail: **jhendri3@wvu.edu**
Web site: **http://www.wvu.edu/~wvuband**



The Mountaineer Marching Band, "The Pride of West Virginia," has over 350 members and is considered one of the nation's finest university marching bands. The WVU band received the 1997 Sudler Award naming it the outstanding collegiate marching band in the country for that year. The award, given by the John Phillip Sousa Foundation, is often referred to as the "Heisman" for college marching bands and recognizes them for long-standing excellence and leadership. The Pride is one of the most respected and popular student organizations on campus. Membership is open to any WVU student through audition. Concert organizations and jazz ensembles are also open to any WVU student. For more information on any of the university bands, please call (304)293-5330 Ext. 3154.

Banking

See ATMs or Check Cashing.

Banners

Banners, posters, and stickers that are posted on the campus without administrative approval can be removed and the individual(s) posting them may be subject to a fine. Limited banner space is available in the main lobby of the Evansdale Residential Complex and can be reserved by calling (304)293-2814. Banners can also be displayed above the Mountainlair food court by calling the Reservations Office at (304)293-3250.

Bell

Web site: **http://www.wvu.edu/~apo**

The bell from the *USS West Virginia* was placed in Oglebay Plaza by the Alpha Phi Omega national coed service fraternity. It is rung on many different occasions, including to mourn the deaths of university students, faculty, and staff, to note major events in our country, and to recognize special achievements in the university and the community.

Bicycles

Bicycles are allowed in university residence halls. Believe it or not, though, bicycles are not allowed inside other university buildings. Gee whiz! What's this world coming to? You'll find bicycle racks, however, outside of some campus buildings, so you can ride to class and lock your bike up outside. The city of Morgantown has a law that requires cyclists to wear a helmet when riding a bicycle.

Call your campus police at (304)293-2677 (COPS) to have your bike engraved. This free service aids in recovery in the event your bicycle is ever stolen.

Birth Control

See Health Service.

Bisexual, Gay, and Lesbian Mountaineers

Bisexual, gay, and lesbian students, staff, and faculty can find many sources of support on campus, including the Council on Sexual Orientation (COSO), the Office of Social Justice, the Carruth Center, and Bisexual, Gay, and Lesbian Mountaineers (BiGLM).

Board of Governors

See Student Administration.

Books

Web site: **http://www.bkstore.com/wvu**

The WVU Bookstores are the official bookstores for West Virginia University. Students can purchase textbooks and other course-related

materials at the following locations:

Mountainlair	(304)293-7464
Brooke Tower	(304)293-4870
Health Sciences Center (Health Professions Students)	(304)293-4849
Law Center (Law Students)	(304)293-2492
Health Sciences Center Charleston Division	(304)347-1272
Potomac State College, Keyser, WV	(304)788-6908
WVU-Parkersburg, Parkersburg, WV	(304)424-8240

The WVU Bookstores carry the largest selection of new and used textbooks for classes. Used books are priced 25% below new textbooks. Students can take advantage of the WVU Bookstores' Pre-Pack Program by calling 1-888-PACK-WVU and giving class schedule information. Books and supplies will be packaged and held for students to pick up. The WVU Bookstores buy books back from students all year round; but you will receive the best prices at buyback at the end of each semester. At that time, you will receive 50% of the selling price for textbooks that are being used in the upcoming term. You can also save up to 80% on over 2,000 computer software titles at the WVU Bookstores. The WVU Bookstores carry a large selection of required academic school supplies and the greatest selection of WVU clothing and souvenirs. All Mountaineer fans can visit the WVU Bookstores at their Website.

Students may also obtain course materials and copying services from local businesses listed in the Yellow Pages under "Book Dealers - Retail" and "Copying & Duplicating Service."

Box Office

The University has two types of box offices and together they sell tickets to a variety of events:

Mountaineer Ticket Office
Sells tickets ONLY to WVU athletic events.
Location: Coliseum
Phone: (304)293-3541
Hours: Monday through Friday, 8:30 a.m. to 4:15 p.m.

WVU Box Offices
Sell tickets to ALL WVU Arts and Entertainment events, including concerts, performing arts, and movies.
For more information, see WVU Arts & Entertainment and Performing Arts.

CAMPUS OUTLETS:
Mountainlair Box Office
Creative Arts Center Box Office
Box office hours are Monday through Friday, 9 a.m. to 6 p.m. VISA, MasterCard, checks, money orders, and cash are accepted. For movies, the Mountainlair box office opens one hour prior to show time; only cash is accepted.

OFF-CAMPUS OUTLETS:
DeVincent's on High Street
Giant Eagle -- Mountaineer Mall, Morgantown
National Record Mart, Parkersburg, WV
National Record Mart, Washington, PA
NRM Music -- Meadowbrook Mall, Bridgeport, WV
(These box offices may also sell tickets to other events in the area that are on the Ticketmaster system.)

TICKET DISCOUNTS:
WVU student discounts on tickets are available only at the Mountainlair and Creative Arts Center Box Offices. Movie tickets are available only at the Mountainlair Box Office. For most events, discounts are available for groups of twenty or more. Call (304)293-SHOW (7469) for more information or to order.

EVENT INFORMATION:
Movie HOTLINE – (304)293-TIXX (8499)
All other events – (304)293-SHOW (7469)

TICKETS BY PHONE:
Call Ticketmaster at (304)292-0220. (Open daily from 9 a.m. to 9 p.m.) VISA, MasterCard, Discover, and American Express are accepted.

TICKETS BY MAIL:
Total the ticket order, add a $3 processing fee, and make check or money order payable to West Virginia University. Mail to:
TICKETS
West Virginia University
PO Box 6017
Morgantown, WV 26506-6017

ORDER TICKETS ONLINE:
Visit WVU Arts & Entertainment Online at www.events.wvu.edu

Buses

See Transportation.

Business and Economics, College of

(304)293-4959

Web site: **http://www.wvu.edu/~colbe**

Fewer than 25 percent of the nation's business schools are accredited by AACS-The International Association for Management Education. The College of Business and Economics, created in 1951, has held continuous accreditation since its first graduating class. The accounting program received separate accreditation by AACS in 1997, signifying it as one of the best in the country. The application of technology in a business setting is emphasized at B & E. Students have access to the latest business software in their classes and the B & E student computer lab. Admission to the college is competitive, and students should be aware of prerequisites and grade point average requirements. Advisers are available in the Edna and R. Aimed Lynch Undergraduate Advising Center to answer questions about admission. Undergraduate programs are offered in accounting, economics, finance, management, and marketing. Advisers are also available in the Office of Graduate Programs to discuss graduate degrees in accounting, economics, industrial relations, and business administration.

C

CAC Calendar of Events

An exciting schedule of concerts, art exhibitions, and plays is available at the Creative Arts Center. The College of Creative Arts Calendar of Events, published each term, is available at various information sites around campus or by calling the publicity office at (304)293-4841 Ext. 3108. You may also call the box office at (304)293-SHOW for information about events and activities at the CAC, or read the *Mountaineer Spirit* and *The Daily Athenaeum.*

See Arts, Music, and Theatre.

Calendar

See Appendix L.

Calendar of Events

Web site: **http://www.wvu.edu/~calendar**

Looking for something to do tonight? Check out the WVU Events Calendar on the Web. Go to General Information under the WVU home page at **www.wvu.edu**. Also watch for notices in *The Daily Athenaeum.*

Calliope

(304)293-3107

WVU's annual literary magazine featuring the poetry, fiction, nonfiction, and artwork of undergraduate and graduate students. *Calliope* is edited, designed, and produced entirely by students in the Department of English's creative writing program. It has been the recipient of two awards of recognition from AWP's National Writing Program Director's Contest for Undergraduate Literary magazines. For more information, contact the Department of English.

Campus Recreation

Web site: **http://www.wvu.edu/~camprec**

Location: 44 Stansbury Hall
Phone: (304)293-5221

Okay, so what is there left to do? Only one of the most popular pastimes in the U.S. — sports and recreation! Not only is this stuff FUN (there's that word again) to do, it can also be relaxing and/or exhilarating! Take a look at what's offered:

OUTDOOR RECREATION CENTER (ORC)

Location: Stansbury Hall, ground floor
Phone: (304)293-2203
Hours: Monday through Friday, 10 a.m. - 6 p.m.
Saturday and Sunday, 10 a.m. - 2 p.m.

Make no mistake about it, whether you're an occasional outdoor individual or a hardcore wilderness nut, the Outdoor Recreation Center is the place to be! Want information on ski conditions, area resorts, parks and forests? WE'VE GOT IT! Need to rent camping, skiing (downhill and cross-country), hiking, backpacking, softball, volleyball, racquetball, or tennis equipment? Even better, how about at the best price in town? WE'VE GOT IT! Interested in taking a cycling, hiking, whitewater rafting, or skiing trip? WE'VE GOT IT! Need an *A* on that trig test? WE'VE GOT IT! (Okay, so we don't have that.) Anyway, drop by the ORC and see what we've got for YOU!

CRAFT CENTER

Location: Evansdale Residential Complex, Braxton Tower, ground floor
Phone: (304)293-3614
Hours: Monday through Thursday, noon - 9 p.m.
Friday, 2 p.m. - 4 p.m.
Sunday, noon - 9 p.m.

Relax...cool down...give yourself some quality time. At the Craft Center, you can get away from it all! Learn craft skills, make gifts, and enjoy the informal studio atmosphere. You can come and go as you please here, where there is no classroom format. You do get friendly help with techniques and designs in creating crafts such as jewelry, candles, hand-built and wheel-thrown clay pottery, and cool clothing that you batik or tie-dye. Better yet, it can cost you only your spare change, because all materials are available at cost! Ah, come on, try it out; make and do something good for yourself!

INTRAMURAL SPORTS

Location: 44 Stansbury Hall
Phone: (304)293-5221
Hours: Monday through Friday, 8:15 a.m. - 4:45 p.m.

Do you want to compete? Do you want to have fun and fill up your spare time? Then GET UP, GET OUT, GET ACTIVE! Play intramural sports! It doesn't matter who you are, you can play! Most sports accommodate women's, men's, and co-recreational teams, as well as teams based on how much fun or competition you wish to have. The roster includes flag football, basketball, softball, indoor and sand volleyball, floor hockey, indoor and outdoor soccer, bowling, wrestling, tennis, racquetball, golf, field-goal kicking, whiffleball, riflery, and billiards. Better yet, although some sports have a nominal entry and/or forfeit fee, many others are FREE! To register for an intramural sports team, call the number above or stop by the office. So get to it...what have you got to lose? (Well, it *is* sports, you know.)

And, hey! If you're interested in officiating competitions, give the intramural sports office a call. No experience required; only knowledge of the game!

INFORMAL RECREATION

Phone: (304)293-5221

Black tie and tails are not required here! The university offers a wide variety of recreational facilities available for your use whenever possible. In fact, with a little effort, you can put together an exercise program...for FREE! To reserve facilities, call the telephone number above. Student ID must be shown when entering any of the facilities.

Coliseum

OPEN: Monday through Friday, 5 p.m. - 10 p.m.
Saturday, 10 a.m. - 5 p.m.
Sunday, 12 p.m. - 5 p.m.

8 racquetball courts (reservation required)
2 squash courts (reservation required)
steam room
16 tennis courts — 10 are lighted (reservation required)
unlighted outdoor track (400 meters)

Evansdale Residential Complex (formerly Towers)
OPEN: Daylight hours (complex is not lighted)
4 tennis courts
1 outdoor basketball court
1 outdoor volleyball court
outdoor play field

Evansdale Fitness Center, Brooke Tower
OPEN: Monday through Friday, 6:30 a.m. - 8:30 a.m.; 11:30 a.m. - 1:30 p.m.; 3 p.m. - 11 p.m.
Saturday, noon - 6 p.m.
Sunday, 3 p.m. - 9 p.m.
hammer strength machines
aerobic machines
free weights

Natatorium
OPEN: Monday through Friday, 12 p.m. - 1 p.m.
Tuesday, Thursday, Friday, 7 p.m. - 10 p.m.
Saturday and Sunday, 4 p.m. - 8 p.m.
indoor swimming pool (wheelchair lift available)

Shell Building
OPEN: Call for information
indoor track (200 meters)
3 indoor basketball courts
3 indoor volleyball courts
3 indoor soccer courts

Stansbury Hall
OPEN: Monday through Friday, 4 p.m. - 7 p.m.
Saturday, 10 a.m. - 5 p.m.
Sunday, 12 p.m. - 5 p.m.
5 indoor basketball courts
4 indoor volleyball courts
10 indoor badminton courts
golf driving cages

Chestnut Ridge Fields (Health Sciences Center hill)
OPEN: Daylight hours when not in use for intramural sports competition
outdoor play fields

Campuses

WVU consists of the downtown campus (which is the oldest, founded in 1867), the Evansdale campus (which was started in 1961), and the Robert C. Byrd Health Sciences Center campus. All three are joined by the Personal Rapid Transit system (PRT).

Campuses and Off-Campus Centers

In addition to the Morgantown campus, WVU has regional campuses at Keyser (Potomac State College), Montgomery (West Virginia University Institute of Technology), and Parkersburg (WVU-Parkersburg). The Robert C. Byrd Health Sciences Center has divisions in Charleston and Wheeling. Off-campus graduate centers are located at Jackson's Mill, Potomac State College, Shepherdstown, West Liberty, and WVU-Parkersburg. WVU also operates extension offices in all fifty-five counties, the state 4-H camp at Jackson's Mill, and a geology camp in Greenbrier County.

C

Career Services Center
(304)293-2221

The center, located in the Mountainlair, has a job placement rate of over ninety percent. The advisers not only help you find a job, they will help you choose a career that will make you happy. They use up-to-date methods of career selection, including SIGI Plus (System of Interactive Guidance and Information), an interactive computer program. Don't wait until the second term of your senior year to come here; the Career Services Center can help you from day one. The Career Services Center can also help you find a summer job, a part-time job, or an internship. Resource material on employers, graduate schools, volunteer experiences, and careers is available.

Carruth Center for Counseling and Psychological Services
(304)293-4431

Web site: **http://www.wvu.edu/~cocenter.**

Located on the third floor of the Student Services Center (the building beside the Mountainlair), the CCCPS is staffed by professional psychologists and counselors who have specialized in working with young adults. They can help with practically anything psychological, including stress management, major selection, relationships, and depression. The help can come in a variety of ways: individual appointments, group counseling, emergency counseling (24 hours, 7 days a week), and different types of psychological assessments. There is also a Walk-In-Clinic service available Monday - Friday, 10:00 a.m. - 4:00 p.m. and evening hours by appointment.

Hundreds of students visit the Carruth Center each month. Everything discussed here, even the fact that you came in, is kept strictly confidential. Please call to learn more about scheduling an appointment (293-4431).

Cars
(304)293-5502

In short, if you have one, don't bring it unless you absolutely need it. Parking and driving in Morgantown are a nightmare.

There is a parking garage attached to the Lair – underneath the plaza. A portion of the garage is paid decal parking. Spaces are very limited in this area of the garage, so one must arrive early.

There is a 100-space short-term parking lot on the Evansdale campus located across from the Evansdale Greenhouse.

There is only one free parking lot on campus. It is the Coliseum lot. Overnight parking here is restricted. If you

park without a decal in what is called a decal parking lot (and they are clearly designated), you will be cited or towed. If you do not pay your tickets, the Parking Office will get in touch with Admissions and Records and withhold your grades and/or keep you from registering for classes (or you can be arrested!). It can happen to you – parking tickets can make life miserable for you if you don't cough up the dough. Parking decals are rarely, if ever, issued to first-year students (except for Area 71 by the Evansdale Residential Complex).

Morgantown has some city parking lots, metered spaces along streets, limited free on-street parking, and some parking that is two hours only (the police chalk your tires and can tell if you've been parked there over two hours). Fines vary depending on the violation. Offenses like parking in a fire lane or a private parking lot will get you towed. The worst possible violation is to park illegally in a handicapped space. This will get you a hefty fine, towed, and no respect.

The easiest way to get around Morgantown is astral projection, but if you're not quite accomplished at that, try walking.

Cashier's Office
(304)293-4006

Cashier satellite offices are located in the Office of Student Accounts (formerly the Revenue and Loan Services Office) in room B20 Stewart Hall, the Health Sciences Center Admissions & Records - Room 1170 HSC, and Housing & Residence Life - G1I4 Bennett Tower. These offices accept payment for tuition and fees.

Don't try to weasel out of paying by saying you forgot your wallet, your roommate was holding your invoice and it suddenly burst into flames, etc. They just won't fall for it.

If you bounce a check at the university, say for tuition, then the Non-Sufficient Funds (NSF) Check Policy goes into effect. The university will actively try to collect its money, and if you don't pay up within a certain amount of time, you will be withdrawn from your classes.

See Hold and Appendix J.

Catalog, University
(304)293-2121

An important book to have, with all kinds of information you need to know. It's full of information on WVU's procedures, academic policies, majors, classes, etc. A copy of the catalog is given to each new student at orientation. Duplicate copies can be purchased at the university bookstore.

Center for Black Culture and Research
(304)293-7029

The Center for Black Culture and Research (CBC&R) was established in 1987 by former WVU President Dr. Neil S. Bucklew as a way of enhancing the quality of life of African and African-American students, faculty, and staff. The CBC&R's mission is to engender among all students, faculty, staff, and the broader community an appreciation of the contributions that African people have made and are making to world civilization.

The CBC&R has six primary objectives: (1) assist in the recruitment and retention of African-American students; (2) to provide the university community with cultural and social events that are unique to the African world experience; (3) to provide a forum for the study and examination of African people and societies; (4) to provide an educational, social, and cultural support system for African and African-American students, faculty, and staff; (5) to support the development of West Virginia through education, extension, and public service activities; and (6) to serve as an intellectual source for the study and research of African and African-American culture and life.

To achieve these goals, the CBC&R provides community and university programs and services that provide educational awareness and information on issues that relate to the African world experience. Some of the programs sponsored by the CBC&R are the Ida B. Wells Lecture, the Martin Delany Lecture, the Heritage Academy, and the Langston Hughes Coffee House Poetry series. There are many more. The CBC&R also assists students in a wide range of areas, including adjustment to college life, problem solving, and general advising. The CBC&R's Student Advising and Development unit provides students with additional academic support and social services that strive to create an academically enriching environment through the delivery of cultural-specific programs, African-American student leadership programs, one-on-one mentoring programs, and graduate and professional student services. The center also works with student organizations, other university divisions, programs, departments, and colleges to provide support and services. It serves as a clearinghouse for information regarding university-wide events, programs, and activities related to the African-American experience.

The director and staff of the CBC&R welcome everyone to participate in the academic and community-based programs sponsored by the center. The center is located on WVU's downtown campus at 590 Spruce Street. Hours of operation are 8:15 a.m. to 4:45 p.m., Monday through Friday. For more information on the CBC&R's programs and projects, please feel free to visit or call (304)293-7029.

Center on Aging – Education Unit
(304)293-2081

Web site:
http://www.hsc.wvu.edu/som/coa/coa.html

The Center on Aging—Education Unit delivers its academic program in gerontology through an undergraduate and graduate certificate curriculum. It also offers a practitioner's certificate on a CEU basis at sites throughout West Virginia and the near region. A gerontology field experience class gives students an opportunity for hands-on exposure to elderly clients in a variety of settings. The Unit is also heavily involved in planning for the International Year of the Older Person.

C

Changing

Changing is something all students at WVU do in some manner while they're here.

To change your address, go to Admissions and Records.

To change your residence hall room, see your Resident Assistant.

To change your major, see your adviser.

To change, update, or correct information in *The Mountie*, notify the Director of New Student Services on the third floor of Purinton House.

Cheating

If you cheat (copy someone else's answers on a test, knowingly allow someone to copy from your test, use someone else's term paper, etc.), then you can receive a failing grade in the class and could be subject to further disciplinary measures.

It's old but true: cheating gets you nowhere. You may earn a passing grade on the test or in the course, but in the long run, you're just cheating yourself.

See Appendix A.

Check Cashing

In order to cash a check in Morgantown, you have to open a local bank account.

See ATMs.

Choir

See Music.

Class Rings

In fall 1998 WVU adopted the new tradition of an official custom-designed class ring to be worn only by WVU alumni and those students achieving at least a junior status. ArtCarved (a college jeweler) custom-designed the ring with input from students, staff, faculty and alumni. Its face displays the "Flying WV" set over a laurel wreath background and encircled with the words "West Virginia University." The face also provides an option for a diamond insert. On one side of the ring is a representation of the bronze Mountaineer statue that stands in front of the Mountainlair, and behind the Mountaineer is a representation of Woodburn Hall. On the other side are the WVU seal and the student's graduation date and degree.

Not only does the WVU class ring serve to identify those who wear it as part of the WVU family with its tradition of excellence, but it also symbolizes the Mountaineer Creed and the values it expresses, including integrity, wisdom, lifetime learning, civic responsibility and respect for human dignity. Class rings are personally presented to students by WVU's President David C. Hardesty, Jr. and his wife, Susan, during a special open house held at the President's home.

Cluster

A cluster is a group of related classes the university requires you to complete. You must successfully complete twelve hours in each cluster (A, B, and C) as described in the Liberal Studies section of the Undergraduate Catalog in order to receive a bachelor's degree.

Code of Student Rights and Responsibilities

Okay, so it's not exactly exciting reading, but it is beneficial for you to know your rights and responsibilities as a student.

See Appendix A.

Coliseum

Seating 14,000 for basketball games and able to host commencements, concerts, and trade shows, the Coliseum is located on WVU's Evansdale campus. Opened in 1970, the Coliseum is home to most of the Mountaineer athletic teams, and houses many departmental offices and classrooms.

Commencement

See Graduation.

Committees

Student Administration (SA) executive committees, whose chairpersons are appointed by the SA president, are a good way to get involved in student government. They include Academic Advancement, Bureau of Finance, Committee on Housing, Committee on Information, Elections Committee, Environmental Concerns, Legislative Concerns, Student Rights and Social Justice, and the Safety Committee. There are four SA task forces — Disability/Accessibility, Student Housing Inspection, Student Watch, and Voter Registration.

University-wide committees with student representation include the Social Justice Council, the Athletic Council, the Council on African and African-American Affairs, the Committee to Recommend Names for Campus Facilities, the Council for Women's Concerns, the Council on Admissions, the Council on Planning, the Council for Disability Concerns, the Honorary Degree Selection Committee, the Mountainlair Advisory Committee, the Senate Committee on Student Instruction, the Student Health Services Advisory Committee, the Committee on Student Organizations, the Student Publications Committee, the Student Records Committee, the WVU Advisory Council on Alcohol and Other Drugs, the University Committee on Sexual Awareness, the University Committee on Student Rights and Responsibilities, and the Council on Sexual Orientation.

Common Ground Forum

(304)293-4160 or 293-5496

The diversity of the WVU community affords many differing perspectives, opinions, and experiences from which we can all benefit. We should be able to express and hear the views of others. We should engage in dialogue

regarding those differing perspectives in an environment of respect. One way to do that is through the Common Ground Forums. These forums are led by a trained facilitator and sponsored by any unit or organization on campus. They allow participants to discuss difficult or controversial issues freely. For more information, contact the President's Office for Social Justice.

Community Service

See Service Learning and Student Organization Services.

Commuting Students

See Student Life.

Computing Facilities

See Academic Computing.

Concert

See Band, Box Office, Music, WVU Arts & Entertainment Division.

Conduct

Obnoxious behavior ruins everybody's good time. Be a responsible fan. Alcohol is not permitted in any athletic facility. By all means, NEVER throw anything at a game or match; someone could be seriously injured. Students who are caught drinking alcohol or disrupting an event will have their IDs confiscated and face severe penalties.

See Appendices A and B.

Convocation
(304)293-8021

The New Student Convocation, an event full of tradition and academic regalia, was revived in 1995. It is held to officially introduce and welcome new students to West Virginia University. Students and their families are encouraged to attend and participate in one of the traditions of higher education. President Hardesty and other campus leaders challenge students to succeed through academics, civic responsibility, service to others, leadership training, and lifetime learning. The convocation is held at the Coliseum on the Sunday before classes begin.

Copy Centers

From something as simple as class notes or course packets, to something as complex as your senior project, the Copy Center is the place to go! With the latest in digital technology, the Copy Center can produce high-quality black-and-white or color copies and color banners and posters up to 100 feet long. They are also your stop for laminations, transparencies, resumes, and bindings. There are six on-campus Copy Center locations to serve you: Mountainlair, 233 Business and Economics, Ruby Memorial Hospital, Communications Building, 100 Health Sciences Center (North), and Law School. The Copy Center also has coin and card-operated copiers at the Lair, HSC, B&E, and Stalnaker residence hall. Tired of walking lopsided from lugging around all that change? Then simply add money to your Mountaineer Card and you can use it at card-operated copiers.

Copyright
(304)293-7398

Web site: **http://www.wvu.edu/~osp/copyright.html**

Documents such as theses and dissertations are covered by the WVU Copyright Policy. The copyright policy of the university seeks to protect and promote the traditional academic freedom of the university's faculty, staff, and students in matters of publication; seeks to balance fairly and reasonably the rights of authors, sponsors, and the university; and attempts to ensure that any copyrightable material in which the university has an equity interest is utilized in a manner consistent with the public interest. Call Copy Center for copyright rules and info, 293-6366.

Counseling and Psychological Services

See Carruth Center for Counseling and Psychological Services, Quin Curtis Center for Psychological Services.

Craft Center
(304)293-3614

See Campus Recreation.

Creative Arts, College of
(304)293-4841

Web site: **http://www.wvu.edu/~ccarts**

The College of Creative Arts is housed in the Creative Arts Center on the Evansdale campus. It includes the Divisions of Theatre and Dance, Music, and Art. The students and faculty exhibit artwork and perform recitals and plays throughout the year. Of approximately 500 events held each year by the college, more than half are free of charge to the university community and the general public.

Credit Cards

If you have one, avoid charging more than you can pay in a month. Hey, if you've lived all these years without it, why do you need it now? Even though plastic money is easy to use, bills must still be paid. You don't want to be thousands of dollars in debt, do you?

If you do find yourself in more debt than you can handle, the Consumer Credit Counseling Service can help. Call 1-800-498-6681 to schedule an appointment to meet with someone from this non-profit community organization.

Crime Prevention

Don't leave your room or valuables unattended; lock your doors when out or asleep. See your RA or call Public Safety about marking your valuables. If you are the victim of a crime, dial 9-911 from any campus phone, 911 from any pay phone, or use one of the emergency phones located throughout campus.

D

The Daily Athenaeum
(304)293-4141

Web site: **http://www.wvu.edu/~da**

The Daily Athenaeum (*DA*) is the student-run campus newspaper. It employs over 100 students who are provided an opportunity to gain real-world experience in writing, editing, photography, graphics, production, business, and advertising. The *DA* is published Monday through Friday during the fall and spring terms and on Wednesdays during the summer terms. In addition, *The Daily Athenaeum Football Extra* is distributed at all home football games. The *Athenaeum's* circulation is 15,000, making it the tenth-largest newspaper in the state. The *DA* is located at 284 Prospect Street (two blocks behind the Mountainlair on the downtown campus).

Day Care
(304)293-5611

If you need information on day care for children while attending class or for any other reason, WVU has several programs that will help you. The Common Ground Resource Center (293-5611) provides information about Morgantown area day care centers. The part-time job service in the Career Services Center also posts job openings and maintains a list of students interested in doing day care or baby-sitting (304-293-2221).

Days of Special Concern

West Virginia University observes days of special concern. On these days, class absences are excused and no tests (however denominated), special events (curricular or otherwise), or important meetings are scheduled. These days are Rosh Hashanah, Yom Kippur, and Passover. Observance of each of the Jewish holidays commences at sundown the day before. Faculty should be especially sensitive to the difficult situation faced by affected students if these policies are not followed.

Dead Week

See Last Week of Classes.

Dean's List

If you earn, at the end of the semester, a 3.5 GPA with at least 12 credits of graded courses, a "P" in all P/F courses, and have no incompletes, then you make the Dean's List. Congratulations!

December Graduates Convocation
(304)293-8021

If you're graduating in December, plan to celebrate your achievements with friends and family at the increasingly popular December Graduates Convocation. This year's convocation will be held at the Coliseum on Friday, December 10, 1999. Though it is not a formal commencement ceremony, there will be plenty of pomp, circumstance, and of course, parents with cameras (ugh!). It's our way of saying "Congratulations on a job well done."

December graduates who want to participate in the May graduation ceremony should contact their dean's office.

See Graduation.

Degrees

WVU confers bachelor's, master's, doctoral, and professional degrees in 176 programs.

Delays

In the case of an interruption or delay of classes (such as a winter storm or Y2K emergency), students are encouraged to call (304) 293-0111 or WVU's toll-free line, 1-800-344-WVU1, for a recorded message. You may also check WVU's web site: www.wvu.edu, and click on "what's new at the U" or tune into local media outlets.

Dental Services
(304)293-2062

Web site:
http://www.hsc.wvu.edu/sod/index.html

The WVU dental clinics are located on the Robert C. Byrd Health Sciences Center campus. Care provided includes general and specialty dentistry. Information on all aspects of oral care and treatment is also available. Patients may choose from two treatment options: Dental students provide services at reduced fees; care is also available through the Faculty Group Practice where usual and customary fees are charged.

Don't forget to floss and brush your teeth!

Dentistry, School of
(304)293-2521

The School of Dentistry is located in the Health Sciences Center. It offers programs in dental hygiene, the D.D.S., and specialties in dentistry.

Dickinson Symposium
(304)293-2339

Web site: **http://www.as.wvu.edu/wmst/**

The annual spring symposium sponsored by the Center for Women's Studies brings nationally and internationally known feminist scholars to WVU. Topics change every year and have included women and sports, women and law, women and science, and women and religion. Call or stop by the center in 218 Eiesland Hall to get on the mailing list for this and other events.

Dining

There are several places on campus where hungry students can dine at any time of the day or night. WVU Dining Services provides delicious and nutritious meals at Arnold Dining Hall, The Boreman Bistro, Stalnaker

Dining Hall, and the Evansdale Residential Complex (ERC) Dining Hall. These services are open to both residence hall participants and non-residence hall students, faculty and staff. The Lyon's Den offers homemade food, a pizza and sub shop, which is open for afternoon and evening meals and late-night snacking.

The Mountainlair boasts a variety of food items that will satisfy any taste. Sample the menus from Hatfields, The Side Pocket Pub, Wendy's, Sbarro, Peking Express, Ooie Gooies bakery, and Just Another Convenience Store (JACS).

The Health Sciences Center has a cafeteria, and the Coliseum offers a snack bar for the Evansdale diners.

Do you need to have an event catered? WVU Dining Services has a full-service catering department that can accommodate everything from an elegant dinner to a simple beverage service. To schedule your next event, call 293-5105.

Directory
(304)293-6368 Ext. 1334

Web site: **http://www.wvu.edu/~e-mail/ldap.html**

The WVU Campus Directory is published yearly. Contact Admissions and Records to update your telephone number and address (if you want your friends to find you). If you live in a residence hall, your Campus Directory will be delivered to you. Otherwise, you may pick one up at any campus bookstore.

Disability Services
(304)293-6700

Located in 215 Student Services Center (beside the Lair), Disability Services (DS) is part of the Office of Social Justice. A confidential resource, information, referral, and counseling service not only for students with obvious impairments, but also for students with less visible disorders such as diabetes, cardiovascular problems, learning disorders, asthma, allergies, or epilepsy. Other individuals who use this service have a temporary disability such as a sprained ankle, a broken arm, or a hospitalization. Some of the services provided by DS include:

- Liaison between students and faculty.
- Individual counseling.
- Vocational/career guidance.
- Facilitating accessibility.
- Information for faculty on teaching strategies and alternative testing methods for students.
- Resources for the location and/or provision of interpreters (for deaf students), readers, tutors, and other accommodation needs.
- Transportation is also arranged for individuals with temporary or permanent mobility impairments (gets you from your residence to class and back again).

Disciplinary Procedures
(304)293-5611

See Code of Student Rights and Responsibilities, Conduct, and Residence Hall Regulations.

Discrimination
(304)293-5496

If you have concerns that you are being discriminated against based upon your age, color, disability, national origin, race, religion, sex (including sexual harassment), sexual orientation, or veteran status, contact the Social Justice Office, B1 Stewart Hall, PO Box 6202, Morgantown, WV 26506, or phone (304)293-5496.

Dominion Post
(304)292-6301

The Morgantown newspaper. For state and local news, you can buy the *Dominion Post* in the Mountainlair and the lobby of the Evansdale Residential Complex.

Dorm

Aaiiiiigh! We don't call them that here! "Dorm" rhymes with "norm," and that's certainly not what they are. There are lots of academic and fun programs and activities in the halls to help you "live and learn."

See Residence Halls.

Driver's License

If you're from another state, you do not need to get a West Virginia driver's license if you have a valid one from your own state. If you are from another country, you will need to get a West Virginia driver's license from the State Police headquarters in Westover (11 Commerce Drive, 304-285-3200). Be sure to take your passport with you.

On another license note, if you try to get into a bar with a fake license, you probably won't have too much luck, because most Morgantown bars hire ex-CIA cryptographers and forgery experts to work the door. They're efficient, too.

Dropping a Course

If you need to drop a class, see Add/Drop. If you need to bail out of all of them, see the section on withdrawing under Student Life.

Drug Treatment
(304)293-2311

See Student Assistance Program.

Due Process
(304)293-5611

A "fair shake." You have the right to be heard, the right to face your accuser, and the right to appeal an unfair decision.

University academic/nonacademic hearing committees are not courts of law and do not conduct adversarial proceedings with technically trained judges and attorneys. If you are not satisfied with the way something is going, you can appeal it. Student/faculty committees can be formed to hear appeals under the concept of due process. For additional help, contact the Office of Student Life in Elizabeth Moore Hall at (304)293-5611.

See Appendices A, B, and C.

E

E-mail

Electronic mail is available for all students, faculty, and staff at West Virginia University. The e-mail system supports the global exchange of messages, documents, and computer files. It may be accessed through network-connected computers on the WVU campus, as well as through dial-in facilities operated by WVNET. More information on access to and the use of e-mail at WVU may be obtained from the Office of Academic Computing, or by visiting the academic computing labs in the Mountainlair, the lower level of the Evansdale library, or in Colson Hall.

Elizabeth Moore Hall

(Alias E. Moore Hall or just plain Moore Hall.) A great place to relax between classes. It houses several units of Student Affairs, Student Life, Physical Education, and Theatre and Dance, as well as the Betty Boyd Lounge.

Emergency
9-911

In case of emergency when using a campus phone, dial 9-911 to receive appropriate emergency assistance.

Emergency Loans
(304)293-5242

If you need a loan quickly, go to a financial aid office and inquire about an emergency loan. Sorry, you probably won't get cash for a weekend trip, sport wheels for your car, or that terrific outfit you saw that you've just got to have, but a legitimate need gets a good hearing.

Emergency Phones

Fifteen of these phones are located around campus for your safety. They are distinctly marked for easy recognition. All you have to do if you need help is to pick up the receiver. The phone automatically dials 911 and gives your location to the dispatcher.

If you can speak, the dispatcher will ask for information concerning your problem. Even if you can't speak, an officer will be dispatched to you.

These phones are not playthings. They could save your life if you need to use them. If you don't, leave them alone.

Employment

If you are keen on getting a job, you have several options. Check out the Human Resources department in the University Services Center, which is at 3040 University Avenue. To see if you qualify for work-study, see the Financial Aid Office. Many students are hired to work in the food service operations in Housing and Residence Life and the Mountainlair. Try the Office of Student Activities in the Mountainlair for information about ushering, ticket taking, advertising, and concert crew jobs. Walk up and down High Street, the main drag in downtown Morgantown. There are several businesses there that often hire during the year. Always check the classified ads in *The Daily Athenaeum* and the *Dominion Post*.

The Job Location and Development Program (JLD) of the Career Services Center at West Virginia University is a valuable service for employers and currently enrolled WVU students. Flexible employment with JLD is designed to meet the temporary employment needs that are often encountered by employers throughout a given year. Flexible employment with JLD helps WVU students gain experience in the world of work while helping to defray the rising cost of educational expenses. As a clearinghouse for internships, the JLD office operates as a central location for the collection, classification, and distribution of information about internships.

Engineering and Mineral Resources, College of
(304)293-4821

Web site: **http://www.cemr.wvu.edu/**

Located on the Evansdale campus, the College of Engineering and Mineral Resources occupies three buildings: Engineering Sciences, Engineering Research, and Mineral Resources.

The majors offered are aerospace, chemical, civil, computer, electrical, industrial, mechanical, mining, and petroleum and natural gas engineering. Double majors are available in mechanical and aerospace and in computer and electrical engineering.

Through the new co-op program, our students obtain valuable work experience with leading companies and also earn while getting an education. Our senior students undertake exciting design projects and many have competed nationally and won several awards. The College now offers programs in computer science and software engineering to prepare students for the 21st century.

Join us for the annual Pumpkin Drop Contest. Students of all ages, from elementary school to college, design devices that ensure the safe landing of a pumpkin when dropped from the twelfth story of the Engineering Sciences Building. Entries are judged on how close to a target the undamaged pumpkin lands. A squashed squash spectacular!

Erickson Alumni Center
(304)293-4731

Designed by renowned architect Michael Graves, the alumni center is located next to the Communications Building on Patteson Drive on the Evansdale campus.

Evansdale Residential Complex

The Evansdale Residential Complex is located on the Evansdale campus (imagine that). It is the site of four of the university's residence halls, and they are all air conditioned — something you can appreciate during the dog days of summer. They are Bennett, Braxton, Brooke, and Lyon Towers. The Evansdale Residential Complex also contains university-wide fitness, recreation, and dining facilities, a learning center, Student Support Services, a computer site, a post office, a craft shop, Housing and Residence Life offices, and classrooms. The complex is connected to the downtown campus via the PRT.

Expulsion

A student can be expelled from WVU for a serious offense. Contact the Office of Judicial Programs in Student Life in Elizabeth Moore Hall if you have questions or concerns regarding expulsion.

Extended Learning

(304)293-4895

Web site: **http://www.wvu.edu/~exlearn**

West Virginia University offers off-campus courses throughout the state of WV, nationally, worldwide and through distance learning opportunities via satellite, the Internet and Interactive Video. Extended Learning Centers are located at the Robert C. Byrd High School in Clarksburg, Shepherd College in Shepherdstown, the Warwood Center in Wheeling, University of Charleston in Charleston and at WVU-Parkersburg.

Extension Service

(304)293-5691

Web site: **http://www.wvu.edu/~exten**

The WVU Extension Service, part of an educational network of 105 land-grant universities, takes the helping hand of West Virginia University directly to thousands of West Virginians in communities across the state. Drawing on the strengths of WVU's many academic disciplines, extension educators target communities' social, economic, environmental, and technical problems.

Some Extension educators work out of offices on campus, but many work from offices in WVU Extension's county settings, such as those generally located in or near each county's governmental seat. Working daily with local residents, Extension faculty often find their lives intertwined with the issues that confront their local communities. (You may have been a part of our 4-H program.) They are committed to helping people find answers that work. As they solve problems along with local citizens – individually and in groups – Extension faculty and staff translate WVU's research and knowledge into action.

Extension agents, specialists, professionals, and volunteers extend the resources of WVU to West Virginians wherever they live, helping them to use knowledge to solve problems at home, at work, and in their communities. For more information about Extension programs and a variety of student internship, work-study, and volunteer experiences, give us a call.

Eyes and 'Eers

(304)293-5079

1. Human organs vital to receiving information about the surrounding environment.
2. A residence hall student guide put out by Residence Life with all kinds of helpful information about the residence halls and campus life.

F

Faculty

The WVU faculty includes all instructors, lecturers, and professors. All faculty have office hours during which you can (and should!) go and see them to talk about class, yourself, or whatever is on your mind. Don't be afraid to approach faculty – the only way they will know that you are interested is for you to make the first effort. It is surprising how much a little effort pays off.

Fake ID

A bad idea. You pay a lot of money to get one. You pay a lot more money when you get caught with one...fines, court costs, attorney's fees, and worse, you can lose your real license. Get the picture?

FallFest

(304)293-SHOW (7469)

Web site: **http://www.events.wvu.edu**

FallFest is a safe and entertaining FREE celebration that welcomes students back to the fall term at WVU. FallFest starts the Thursday before classes begin and concludes on the first night of classes with its signature event, the Mountainlair Plaza Concert. FallFest activities include films, live comedy acts, a dance club, bowling and billiards, as well as food and beverage vendors and much more!

Fall Family Weekend

(304)293-7132

Make plans to invite your family to campus this fall for the annual Fall Family Weekend, scheduled for October 1, 2, and 3. We will kick off the weekend with a special ticket offer to the parents for the WVU vs. Navy game on Saturday, October 2. Some exciting activities are planned that will include an opportunity for families to share in the excitement of college life.

Family Educational Rights and Privacy Act

See Appendix D.

Fees

(304)293-2124 Ext. 1546

Plenty o' fees for everyone. For a general breakdown of the tuition and fees you're paying, see the undergraduate catalog or a current schedule of courses. If you need more specifics, contact Admissions and Records.

Festival of Ideas

(304)293-SHOW (7469)

Web site: **http://www.events.wvu.edu**

Festival of Ideas is a forum of outstanding speakers designed to stimulate thought and discussion. Speakers include politicians, and political, social, and environmental activists, who speak on issues important to

WVU students. Past speakers include Robert F. Kennedy, Jr., Yolanda King, Cornell West, Greg Louganis, Spike Lee, Ralph Reed, Candace Gingrich, Kareem Abdul-Jabbar, Patrick Reynolds, Loveline hosts Dr. Drew Pinsky and Adam Carolla and cast members from MTV's The Real World. It takes place early in the spring term.

Films

See WVU Arts & Entertainment.

Finals

See How to Make an Appointment with the University Counseling Service. Actually, finals are an unavoidable part of college life. Final exams are given during the last week of each term. There are no classes scheduled during finals week, only exams, lots of exams.

If you have more than three finals scheduled on the same day, you can speak to your professor about having one of your finals moved to another day.

Not all finals are comprehensive – it's up to the professor or department. And not all finals are the same percentage of the overall grade in the class. In some classes the final can count as much as fifty percent, and in others as little as twenty percent.

The best way to study for a final is to keep up during the term. It's sad but true: if you didn't learn geology all term, you're probably not going to learn it in three nights.

Also, if you've been consistently getting *C*s on your calculus tests all term, don't expect to get an *A* on the final, even if you study two weeks ahead of time. Your performance on the final is usually similar to your performance during the term.

Financial Aid

(304)293-5242

Web site: **http://www.wvu.edu/~finaid**

Financial aid consists of scholarships or grants (gift aid), loans, and work-study. Any student can apply for consideration for financial aid and no student should withdraw from the university for financial reasons before contacting the Student Financial Aid Office to determine eligibility for aid and the availability of funds.

For further information, contact the Student Financial Aid Office in the Mountainlair at (304)293-5242, the Health Sciences Center Financial Aid Office at (304)293-3706, or the Law School Office at (304)293-5302.

Foundation, WVU Student

(304)598-2700
(304)293-7000

The student branch of the West Virginia University Foundation (the private, non-profit fund-raising arm of the university) sponsors campus-wide activities. The WVU Student Foundation is responsible for the annual Mountaineer Week (November 6 through November 14, 1999); donor telephone thank-you programs; and an annual Easter Egg Hunt for children of faculty and staff. It also helps to support the *Mountaineer Parents* newsletter. Applications for membership in the WVU Student Foundation are accepted in February for the following year. Membership is open to all students.

Fraternities

(304)293-8204

See Student Organization Services.

Free Speech Activities, Policy on

(304)293-4406

West Virginia University recognizes the right of individuals to pursue their constitutional right of free speech and assembly, and welcomes open dialogue as an opportunity to expand the educational opportunities of our campus community. Individuals or organizations may utilize designated free speech areas on a first-come, first-served basis without making reservations.

The free expression of views or opinions, either by individuals or groups, may not violate any rights of others, disrupt the normal function of the university, or violate the provisions specified in the University Code of Student Conduct. Solicitation is not permitted.

The university reserves the right to relocate or cancel the activity due to disruption from excessive noise levels, traffic entanglement, or if the safety of individuals is in question. Due to the limitations of space on the downtown campus, the two designated areas for free speech and assembly will be the amphitheater area of the Mountainlair plaza and the concrete stage area in front of the Mountainlair and adjacent to the WVU Bookstore.

Freshman (1-28 term hours)

A unique species that frequents the residence halls. Members are characterized by:

1. An openness to trying new and exciting things;
2. Orientation packets and campus maps;
3. Parents who call weekly and periodically send chocolate chip cookies.

Full-Time Status

Full-time status for undergraduates requires a minimum of twelve hours per term and, for graduate students, nine hours per term. If you drop a class during the term and that takes you below twelve hours, you will no longer be considered a full-time student. Dropping below full-time may affect your eligibility for financial aid, athletics, your parents' health insurance, or residence in university housing, so check out the consequences before you drop the class.

G

Gallery Series

See WVU Arts & Entertainment Division.

Gay and Lesbian Mountaineers

See Bisexual, Gay, and Lesbian Mountaineers.

G H

General Studies
(304)293-5805

Myths about general studies:

1. People who take general studies courses are stupid because they can't make up their minds.
2. It's easy.
3. It won't do you any good.
4. It's a waste of time.

There are more, but these are the main ones. Let's address them one by one.

1. If there's anything that's stupid, it's jumping into a major that you're not sure of. Often it's best to sit back in general studies for the first year.
2. Wrongo. You can take upper level classes in general studies; plus, you're not restricted to departmental curricula.
3. Wrong again. As stated above, sometimes the best thing about general studies is that it gives you time to decide other things. Also, you can take care of your basic requirements while figuring out a major.
4. The most infuriating. No time spent learning at a university is wasted time!

Grade Point Average (GPA)

Those magical, mystery numbers that strike either fear or joy in the hearts of college students. That's what learning boils down to: grades, marks, the ol' GPA. Good GPAs can get you into law school, med school, and good jobs. Bad ones can keep you out of all of the above.

Your GPA is calculated by dividing the total number of points (course credit times grade points, where *A*=4 points, *B*=3 points, etc.) by the total number of hours for that term.

GPAs must, however, be kept in perspective. A good GPA, while due reason to celebrate, is not cause for national enshrinement. Likewise, a low GPA, while indicating a lack of proficiency, is no reason to throw in the towel.

Grades

The unavoidable, mortifying things one receives in the mail after the terror of final exams. Although grades are important, don't think that they are everything. When you are applying for a job, employers also look at other factors besides grades. Extracurricular activities, job experience, and the interview are important, too.

Graduate Assistantships

Most departments have graduate assistants whose duties might include grading papers, doing research, or teaching lower division classes. For more information, contact your department.

Graduate Studies
(304)293-7173

Web site: **http://www.wvu.edu/~graduate/**

The graduate programs at WVU are handled through the individual colleges, with central policy on graduate study coordinated through the Office of Graduate Eduation in the Provost's Office.

Graduation

That day for which all strive. The day on which one leaves the university and emerges into the "real" world. Ceremonies are held at the Coliseum on a Sunday in May, one week after spring finals are over. Some colleges and schools hold special convocations on commencement weekend.

Graduating students are assessed a $30 graduation fee at the beginning of the term in which they plan to graduate. In addition, candidates for graduation must file for graduation within the first two weeks of their final term. Actually, it's better to apply even earlier so you can get a graduation check-up from the powers that be. Then you can use your last term to complete any outstanding requirements and there won't be any nasty surprises. Remember that graduation is not automatic. You must apply. Caps, gowns, etc., can be purchased at the university bookstore. For more information, contact your dean's office.

See December Graduates Convocation.

Grumbein's Island

Bet you didn't think it had a name, did you? Grumbein's Island is that oasis, that sanctuary of safety on University Avenue in front of the Mountainlair. It is landscaped with giant flower pots and red paving bricks and is the only thing standing between students crossing the street and the hood of a car. It was named after Professor J. B. Grumbein, who was superintendent of Buildings and Grounds at the time the original island was built in 1932.

H

Hardesty, President
(304)293-5531

Web site:
http://www.wvu.edu/~presoffc/idx.htm

No doubt you've heard of President David Hardesty. He presides over WVU...in a nice kind of way. You might want to think of him as a kind of second father, so if you have a problem in the middle of the night, wreck your car, get dumped by your girl/boyfriend, or just need a friendly loan, feel free to call on him any time. NO! Scratch that. (For problem solving, see Moses.)

Seriously, President Hardesty is a native West Virginian, a former WVU student body president, and the university's sixteenth Rhodes Scholar. He is known for his interest in improving the student experience for all WVU students, and has founded the Mountaineer Parents Club, reintroduced the New Student Convocation, and created Operation Jump-Start. He is a creative leader and an unfailing advocate for students.

Hawley Field

Home to the WVU baseball team, this complex has a 1,000-seat grandstand and a press box. Concessions, restrooms and state-of-the-art field lighting make it one of the best in the East.

Hazing

Web site: **http://www.wvu.edu/~studact/studorg/hazing.htm**

Hazing is prohibited by the WVU Code of Student Rights and Responsibilities and the West Virginia Anti-Hazing Law. The WVU Code of Student Rights and Responsibilities makes hazing an offense punishable by possible expulsion of individuals and/or the organization. WV state law makes hazing an offense punishable by up to one year in jail and a fine of up to $1,000. Suspected hazing incidents may be reported to the Student Organization Services at (304) 293-4397, the Office of Student Life at (304) 293-5611, or the Morgantown Police Department at 911.

See Appendix A and Appendix B.

Health Sciences Administration

(304)293-4511

Web site: **http://www.hsc.wvu.edu**

Home of schools awarding degrees in nursing, pharmacy, medicine, medical technology, physical therapy, exercise physiology, community health promotions, occupational therapy, dentistry, dental hygiene, public health, and basic medical sciences. The Health Sciences Administration campus includes Ruby Memorial Hospital, Jon Michael Moore Trauma Center, Children's Hospital, Chestnut Ridge Psychiatric Hospital, the Mary Babb Randolph Cancer Center, the Physician Office Center, HealthSouth Rehabilitation Hospital, and the Student Health Service. There is a clinical campus in Charleston. For Admissions and Records information related to the health sciences, call (304)293-3521.

Health Service

(304)293-2311

Home of the M.D. doctor (as opposed to the Ph.D. or the Ed.D. doctor). The Health Service is on the ground floor of the Robert C. Byrd Health Sciences Center. Care provided includes general ambulatory care, laboratory and diagnostic testing that is ordered by a Health Service physician, routine gynecology, family planning, some immunizations, physical therapy consultation, and psychiatric services. Lots of health promotion programs are offered in the areas of sexual assault, HIV/AIDS/sexually transmitted diseases, and drug/alcohol education and prevention. Information and health care for birth control, as well as information on how to be as safe as possible in a sexual relationship, is also available at the Health Service.

You do need to call ahead and make an appointment unless you have an urgent problem. There is a $5 co-payment at the time of service for all students who paid the Health Service fee. If you did not pay the fee, you can opt to pay the Health Service fee at the beginning of each term and pay the $5 co-payment. Or you can use the Health Service on a fee-for-service basis. Families of students are not eligible for Health Service care.

You do have to pay for charges that result from hospitalization, with the exception of rape exams done at the emergency room of Ruby Memorial Hospital (which will be covered by student fees). Make sure you have supplemental health coverage of your own or that you are covered under your parents' policy. Information on a supplemental health insurance plan is available from the Health Service. Supplemental health insurance coverage is required if you are an international student.

Health Service hours are from 8:30 a.m. to 5:00 p.m., Monday through Friday.

See Student Assistance Program, Sexual Assault Prevention and Education, AIDS, and Sexually Transmitted Diseases.

Help

(304)293-5611

If you are unsure about where to turn for help, don't give up! Check with the staff in the Office of Student Life in Elizabeth Moore Hall. They can help or connect you with the right person or service to assist you.

Help Center

During the first week of classes the Help Center is located in the Betty Boyd Lounge (first floor) in Elizabeth Moore Hall. Get answers to your general WVU questions. Stop by if you have questions about your class schedule. If you're lost and don't know where to ask, this is the place to come!

High Street

(The north end of High Street runs behind the Lair plaza.)

This is Morgantown's main street, where many interesting shops and restaurants are located. Also on High Street are banks, a dry cleaner, shoe shops, drugstores, a U.S. post office, and the Monongalia County Courthouse.

Holds

(304)293-2124 Ext. 1531

Can occur if you owe money to WVU. If your records are placed on hold (restriction), you cannot get copies of your transcript, you cannot register for classes, and you cannot get your diploma (this is not good!) until your debt is paid and your records are cleared. For more information, call Admissions and Records or the restricting unit (i.e., parking, library).

Honoraries

See Student Activities.

Honors Program

(304)293-2100
E-mail address: uhp@wvu.edu

Students who qualify academically are invited to participate in the University Honors Program, which provides specific honors courses to meet general education requirements. Students who complete this program are identified on their diplomas and transcripts as a University Honors Scholar.

Houses

A residential house is composed of all resident students in a hall and all first-year commuting students who have been

H I J

assigned to that hall. Along with resident faculty leaders, faculty, and residence life staff, members of each house plan and participate in social, cultural, and intellectual programs focused on enhancing the first-year student experience.

Housing

Web site: **http://www.hrl.wvu.edu**

For information about student-centered living environments in university-owned residence halls or apartments, see Residence Halls or call the Housing and Residence Life Assignments Office at (304)293-2811.

University-owned residence halls feature amenities such as computer sites, fitness centers, dining areas, recreation areas, and aerobic classes, all free and all focused on the well-being and success of the students. Resident faculty leaders in each hall provide a unique academic component to the living environment and give residents a distinct competitive advantage.

For information on off-campus housing, see Student Life or call (304)293-5611.

Human Resources and Education, College of

(304)293-5703

Web site: **http://www.wvu.edu/~hre**

Students in the College of Human Resources and Education prepare to become teachers, speech pathologiest, audiologists, and other support personnel in education and human service fields. Majors include:

Counseling Psychology
Curriculum and Instruction
Educational Leadership Studies
Educational Psychology
Elementary Education
Reading
Rehabilitation Counseling
Secondary Education
Special Education
Speech Pathology and Audiology
Technology Education

Students in the College find the Office of Student Advising, 501 Allen Hall, a great place to go for help.

I

ID Cards

(304)293-CARD

Location: Evansdale Residential Complex,
Room G-118 Bennett Tower
Hours: 8:30 a.m. - 4:30 p.m.

Location: Mountainlair commons next to the box office
Hours: Limited

Picture ID Cards: A picture ID card, the Mountaineer Card, is given to each student. Depending on which fees you pay at registration, the ID can admit you to the PRT, certain WVU athletic events, the University Health Service, the Carruth Center for Counseling and Psychological Services, and WVU recreational facilities. The card can also provide discounts to Activities Program Board events and serves as your library card and as a valid ID for examinations. If you live in a university-owned residence hall and/or pay the meal fees, your ID is also your meal card and must be presented for access to the dining halls. To get your Mountaineer Card, go to either ID office. If your card is lost or stolen, you can get a replacement at either location. The replacement fee is $20 at either location. ID cards remain the property of WVU and must be surrendered if misused or upon request of WVU officials.

Spouse ID Cards: Spouse ID cards are available at no charge in the Campus Recreation Office at 44 Stansbury Hall (304-293-5221). You must present your student ID card and spouse identification (driver's license, marriage license, etc.) to get the card. It allows your spouse to use university facilities during regularly scheduled informal recreation hours.

Insurance

If you're interested in health insurance, check to see if you're covered by your parents' policy. If you want to buy health insurance, contact Student Health at (304)293-2315.

Contact a local insurance agent about renter's insurance. In most cases your apartment landlord (this includes WVU if you live in the residence halls) will not reimburse you for losses from things like theft, fire, or water damage.

International Student Office

(304)293-3519

See Student Life.

Internet

(304)293-2900

The WVU campus network is connected to the worldwide Internet. This link provides university students, staff, and faculty with a global network of information resources and services. These resources and services include access to computer systems around the world, countless Gopher and FTP sites containing software, text, data, and images, and the World Wide Web. For information on access to the Internet, contact the Office of Academic Computing.

Intramural Sports

See Campus Recreation Division.

J

Jobs

See Employment.

Journalism, Perley Isaac Reed School of
(304)293-3505

Web site: **http://www.wvu.edu/~journals/**

One of the oldest schools of journalism in the United States (established in 1939), it offers B.S.J. and M.S.J. degrees with courses of instruction in advertising, broadcast news, news-editorial, and public relations. For more information, see the university catalog.

Judicial Board
(304)293-3813

See Student Activities – Student Administration.

Judicial Programs
(304)293-5611

See Student Life.

Junior
(59-88 term hours)

Members of this species frequent off-campus housing and can often be found in the Lair. Many juniors have finally decided on a major, and thus look less anxious about their futures. Basically, this species is pretty upbeat since its members have figured out the system and still have time to beat it before they graduate!

K

Know-It-All

An attitude that comes and goes – usually comes when conversing with younger siblings – usually goes during finals week.

L

Lair

See Mountainlair.

Last Week of Classes

Guess when it is...yep, the last week of classes (formerly called Dead Week) is at the end of every term, the week before finals begin. Although new class material is still being presented during that week, the only tests that can be given are finals for evening classes, practical laboratory tests, make-up exams, and regularly scheduled short quizzes.

Law, College of
(304)293-5301

Is there law in cyberspace? The College of Law maintains up-to-date technology for student use. Students come to the law school from almost every undergraduate major. Law graduates have many exciting employment opportunities in both the public and private sectors. The College of Law excels in skills training and offers numerous advocacy opportunities to students. Come and visit the facility. For more information, see the university catalog or contact Janet Armstead at the College of Law.

Learning Centers
(304)293-5070

Learning Centers are located in Stalnaker Hall, the Evansdale Residential Complex, Arnold Hall, Boreman North, and Summit Hall. They are staffed by upperclass, graduate tutors and peer advisers who can help with a variety of basic courses, study skills, time management strategies, and peer advising. The centers are open in the evenings and are free of charge to all students. (Some centers will be open during the day.) Tutors in the centers can help you learn how to solve that impossible equation, outline that biology lab report, and manage your time. They are there to help! For more information, call the Tutoring Hot Line at (304)293-2316.

Leases

Not the plural of Lisa. Leases are legally binding contracts between you and a landlord. BEFORE signing one, see the attorney for students.

See Student Life or Attorney for Students.

Leave of Absence Policy

All full-time undergraduate students who are in good standing and are not subject to disciplinary action may request a formal leave of absence from WVU for up to two years. Extensions of this leave may be granted up to a total of five years. If granted a leave of absence, you will have certain privileges related to use of WVU facilities, and are eligible to return without application fees. You must complete a leave of absence request form available through an academic adviser, the Office of Student Life, or Admissions and Records at the time of withdrawal.

While on leave of absence you may:

- Keep your student ID card.
- Use the libraries, the Coliseum, the Mountainlair, the Natatorium, and most other university facilities.
- Use the reading lab, the writing lab, the counseling services, Career Services, and the Office of Student Life as though you were a registered student.
- Receive regular communications from Admissions and Records.
- Have a formal, unquestioned link with the university.
- Keep your eligibility to advance register when you return and save yourself the registration hassle.

Lectures

See WVU Arts & Entertainment.

Legal Counseling

See Attorney for Students.

L M

Liability Insurance
(304)293-4001

WVU is insured through the State Board of Risk and Insurance Management, headquartered in Charleston. If you have any questions about the university's liability or auto insurance coverage, or require claim processing, contact the Department of Insurance and Risk Management at (304)293-4001. If you have questions regarding student medical insurance coverage, contact the Student Health Service at (304)293-2315.

Libraries
(304)293-2440

The WVU libraries contain over 1.3 million volumes, 2 million microforms, and nearly 5 million archives. The library system consists of the Wise Library and nine branches. The libraries are fully automated with the NOTIS system, a large collection of CD-ROMs, and other electronic and full-text databases, including Web resources.

Wise Library, on the downtown campus, houses the bulk of the collections in history, literature, and the social sciences, the Rare Book Collection, the government documents and map collections, and the administrative offices (304-293-4040). The Serials Department on the sixth floor and the study carrels in the stacks are great places to study.

The Audio-Visual Library is located in Colson Hall and has projectors, overheads, VCRs, videos, films, laser disks, and other audio-visual treasures which may be used by faculty, or by students with faculty approval. Fun videocassettes and educational films are available for viewing. Call (304)293-4019.

Colson Hall Libraries, across University Avenue from the Wise Library, contains the West Virginia Collection Library (304-293-3536), the Audio-Visual Library (304-293-4019), and the Reserve Library (304-293-2640). The Reserve Library provides access to special reserve materials to support courses on the downtown campus.

The Evansdale Library, on the Evansdale campus, houses collections and electronic resources supporting colleges and schools located on the Evansdale campus, including Engineering and Mineral Resources, Agriculture and Forestry, Physical Education, Creative Arts, Human Resources and Education. Call (304)293-5039. The Law Library is in the Law Center at (304)293-5309.

The Mathematics Library is in Armstrong Hall at (304)293-6011.

The Health Sciences Library is on the second floor of the Health Sciences Center and supports the teaching, patient care, and research programs of the Schools of Medicine, Dentistry, Nursing, and Pharmacy. Call (304)293-2113.

The Music Library is in room 424-A of the Creative Arts Center. Call (304)293-4505.

The Physical Sciences Library is on the first floor of the Chemistry Research Laboratory and supports the fields of chemistry, physics, geology, and astronomy. Call (304)293-3420.

A state-of-the art addition to the main library (Wise), consisting of nearly 114,000 square feet of new space, is being planned.

The Morgantown Public Library is located at 373 Spruce Street. Everyone is welcome to drop in at the local library, too!

Live and Learn Communities

The Live and Learn Communities are an exciting opportunity to live with students sharing a common major or pre-major and take classes together. Students participating in the Live and Learn program not only experience a greater sense of community, they also have the convenience of attending several classes together, often within the residence hall! Students can be block registered into courses together, but anyone interested in this living option should apply early. The communities include business and economics, engineering, education, career exploration and pre-health sciences.

Local Students

See Student Life.

Logos

See Trademarks.

Lost and Found

Web site: http://www.wvu.edu/~finance/control/index.htm

If you've lost an item, check with the dean's or director's office closest to the area where the item was lost or with the Public Safety Office (304-293-3136). After thirty days, items that have not been claimed are sent to the Controller's Office Surplus Warehouse (304-293-5946).

Lyon, Harriet Eliza

Harriet Lyon was the first female student to graduate from WVU (in 1891). Lyon Tower was dedicated on October 20, 1989. The Department of Housing and Residence Life provides a room and board scholarship to a deserving West Virginia first-year, female student.

M

Mail

See Postal Service.

Math Learning Center
(304)293-7273

Have a math question and your instructor has office hours when you are in class or do you just want a place on the downtown campus to work on your math homework? Then drop in to the Math Learning Center located in 301 Armstrong Hall. Undergraduate and graduate math majors are available to answer your questions. Help is available from 9 a.m. - 8 p.m., Monday - Thursday and 9 a.m. to 4 p.m. on Friday when WVU is in session.

Math Workshop
(304)293-2011

No doubt you have heard of the math workshop. You may even already be enrolled in it or soon will be. If that's the case, take heart. You won't be alone. Each year many, many students do not qualify to enroll in Math 3. These students have the opportunity to enroll in the workshop or a less difficult non-credit class, depending on their score. If you have already been enrolled in the workshop or soon will be, you should only sign up for a maximum of fifteen credit hours. The cost for the math workshop is a non-refundable $140 and successful completion of the workshop guarantees admittance into Math 3 or Math 28. Workshops meet late in the afternoon.

Medicine, School of
(304)293-4511

Web site: **http://www.hsc.wvu.edu/som/**

The School of Medicine is located in the Health Sciences Center. There is a clinical campus in Charleston for approximately one-third of the third-year medical students. In addition to the doctor of medicine degree, programs are offered in medical technology, physical therapy, exercise physiology, community health promotions, occupational therapy, and public health. Master's and doctoral programs are offered in anatomy, biochemistry, microbiology and immunology, pharmacology and toxicology, and physiology. For more information, see the Health Sciences Center catalog.

Memorial Plaza

The concrete landing in front of Oglebay Hall that houses the mast, bell, and flagpoles of the battleship *USS West Virginia*.

Midterm

Friday, October 8, 1999, and Friday, February 25, 2000. *D* and *F* reports (if you are unlucky enough to be getting any) are sent to your (undergraduate students only) local address at midterm. Instructors are required to report midterm grades. If you think you are doing poorly in a course and do not receive a report, it is a good idea to check with the instructor so you know where you stand.

Monticola

WVU's version of a yearbook. This publication includes sororities, fraternities, faculty, and students of all classes. The *Monticola* was last published in 1992 as a part of WVU's 125th anniversary celebration. To express interest in revitalizing the *Monticola*, contact a member of Student Administration.

Moses, Dean Herman (of Student Affairs)
(304)293-5811

Herman Moses is dean of student affairs and one of your greatest resources on campus. The position of dean of student affairs is that crucial link between student and administration. If you have a serious problem or concern at any time and you only have one quarter to make one phone call to the university to solve all of your problems, use it to call Dean Moses at (304)293-5811. His office is in Elizabeth Moore Hall.

Mountaineer

WVU's mascot (check out the statue in front of the Mountainlair and bookstore). The Mountaineer represents WVU at athletic events, alumni affairs, and university functions. Applications to be the Mountaineer are available in the spring term during late January/early February. This year's Mountaineer is Brandon Flower.

Mountaineer Field
(304)293-4194

Home to 63,500 dedicated fans on football Saturdays, Mountaineer Field has established itself as one of the finest athletic facilities in the country. Umbrellas, alcohol, and hard containers are prohibited inside the stadium. Smoking is prohibited at Mountaineer Field except in the concourse area.

Mountaineer JobsLine
(304)293-2221

More than ever, students need jobs to help pay for their education. WVU students, at no cost, can call the system, a touch-tone, computerized JobsLine, to access part-time, full-time, and internship job vacancies. After entering a password, students may then browse job announcements recorded in the actual voices of the employers. The Mountaineer JobsLine operates 24 hours a day, 365 days a year.

Mountaineer Week
(304)293-2702

This annual event, now in its fifty-second year and sponsored by the WVU Student Foundation and Mountainlair, celebrates West Virginia's heritage and traditions. Highlights include a craft fair, quilt show, an arts and crafts fair, Appalachian music, traditional foods, and student competitions (Mr. & Ms. Mountaineer, the PRT Cram, a beard growing contest, and more!). This year's Mountaineer Week will be held November 6 - 14, 1999.

Mountainlair
(304)293-3701

WVU's student union, centrally located on the downtown campus, provides the perfect setting for campus activities, relaxing between classes, or social gatherings. It includes:

1. ATMs – Across from the information desk and at the bottom of the main staircase in the food court.
2. Computer Center – Located on the ground floor, this center houses IBM PS/2s, ADDS terminals, and laser printers.

M N

3. Copy Center – This first floor copy center is equipped for massive copy service and binding; coin-op copier.
4. Financial Aid Office, Career Services, Arts and Entertainment, The Scholars' Office, and the WVU Bookstore – all are located within the Mountainlair. Stop at the information desk for directions.
5. Gluck Theatre – Great movies at the best prices in town.
6. Grandview Gallery – A second floor art gallery with rotating exhibits.
7. Hatfields – Student, faculty, and staff restaurant serving daily lunch specials in a relaxing environment.
8. Information Desk – The central information center on campus. Staff has up-to-date information on all campus activities and events, and will try to answer all of your questions (304-293-3701). Free, on-campus calls can be made from the counter phone.
9. JACS – Just Another Convenience Store. Buy a drink, magazine, or select from an assortment of convenience store items. Also home of the Picture Place.

10. Lair Box Office – Tickets for Arts and Entertainment events.
11. Lounges – Study and relax in one of our many lounges within the building.
12. Meeting Rooms – Sixteen in all. Must be reserved through the Reservations Office located on the second floor. No cost to student organizations.
13. Mountaineer Station – Located next to the information desk. Mountaineer Station is a full-service U.S. post office, offering stamps, post office boxes, international mail, and other postal services.
14. Ooie Gooies – Serves fresh pastries, pepperoni rolls (a native West Virginia delicacy), fresh-baked pretzels, specialty and occasion cakes, and gourmet coffees.
15. Recreation Center – A complete recreation area with bowling, billiards, video games, darts, chess, playing cards, and more.
16. Side Pocket Pub – Serving sandwiches, cold drinks, munchies, and fries. The Pub, located on the ground floor, offers weekly entertainment.
17. Student Administration and Student Organization Services – Located in the student organizations wing of the building.
18. Student ID Office – Located next to the box office.
19. U-92 Campus Radio Station – The New Music Pioneer. A student volunteer station with an alternative listening format.
20. Vending Machines – Beverage and snack vending machines are located in the recreation center and on the second floor.
21. Wendy's, Peking Express, Sbarro's – In the Mountainlair Food Court.
22. Additional Services – Bulletin boards, change machines, Federal Express/UPS, lobby booths, lockers, newspapers, public telephones, ride (transportation) board, stamp machine.

Mountie, The
(304)293-6871

The Mountie is published by New Student Services. To change, update, or correct information, contact the office located on the third floor of Purinton House.

Movies

The Mountainlair Gluck Theatre is a real bargain. For full-time students it's either $2.00 or FREE, depending on the movie. For movie information, call the Movie Hotline at (304)293-TIXX (8499) or visit WVU Arts & Entertainment Online at www.events.wvu.edu.

There are also movies at Carmike Theaters in the Morgantown Mall (304-983-6868).

See Box Office for more information.

Multicultural Scholarships

Housing and Residence Life provides three scholarships designed to enhance ethnic and cultural diversity in residential living.

Music
(304)293-4091

Web site: http://www.wvu.edu/~ccarts

If you are musically inclined, then there are several opportunities on this campus to exhibit your talents. The College of Creative Arts has orchestras, choirs, bands, hot jazz ensembles, and other performance groups that aren't restricted to music majors. If you just like to listen to music, there are dozens of concerts each term. If you're interested in rock and roll, punk, folk, industrial, or almost any other type of music, there is probably a band in Morgantown looking for help. The local music scene is pretty substantial and is covered heavily by the campus newspaper and radio station, so performance gets noticed.

See Band, Box Office, Creative Arts, and Student Activities — Radio Station.

N

Natatorium
(304)293-5221

The Natatorium is the home to the WVU swimming and diving teams and has scheduled open hours for recreational swimming.

See Campus Recreation Division.

National Student Exchange Program
(304)293-6871

The National Student Exchange Program offers WVU students the chance to study at one of its more than 150 member schools located throughout the United States for the regular tuition cost that they are paying now. In some cases, you may be able to pay in-state tuition to the host college/university. This unique program affords students the opportunity to continue studying in their major fields while enjoying a new collegiate environment. If you are interested in exploring the new opportunities and adventures awaiting you in the National Student Exchange Program, stop by the office on the third floor of Purinton House.

New Student Orientation
(304)293-6871

New student orientation is planned and carried out by New Student Services personnel. They are responsible for ensuring that your orientation is as productive, informative, and fun-filled as possible. They are not responsible for math placement test scores, the hilly terrain, or the weather. They introduce students to staff and faculty in their proposed major, help with the registration process, give exciting campus tours, and, in general, make people feel welcome. If you're interested in becoming a student assistant, just give us a call.

Non-Traditional Students
(304)293-5611

See Student Life.

Notary Public
(304)293-4897

Notary services are available in the office of the Attorney for Students and the office of International Students and Scholars in Elizabeth Moore Hall and in the Mountainlair.

Nursing, School of
(304)293-1386

Web site: **http://www.hsc.wvu.edu/son**

Offers degrees in (guess what!) Nursing – a challenging and rewarding profession for men and women. There's an expanding market for graduates. Fast track programs are available for second degree students. The school is located on the 6th Floor of the Health Sciences Center South. For more information, see the Health Sciences Center Catalog, visit the school's home page on the Web, or e-mail jriley@wvu.edu.

O

OASIS (Older Adult Students Information & Services)
(304)293-5611

See Student Life.

Off-Campus Housing

See Student Life.

On-Campus Housing
(304)293-2811 - Bennett Tower

Web site: **http://www.hrl.wvu.edu**

Living on campus is a great way to ease into new surroundings and the responsibilities of being a college student. Convenient to campus, University-owned residence halls and apartments offer a supportive environment in which to live and learn. There are many academic programs and services along with fun activities that are planned to help students adjust to being away from home and to succeed at WVU.

Operation Jump Start, a campus-wide initiative designed to help students achieve inside and outside a classroom, is closely linked to the residence halls. Resident Faculty Leaders ("Riffles") live adjacent to the halls where they serve as mentors along with the residence life staff — sharing meals with students, listening to their concerns, offering academic advice, recognizing achievements through special programs and much more. Live and Learn also provides a unique opportunity for students with the same major to live on the same floor as well as to study and take classes together. Current communities are Business and Economics, Pre-Health Sciences, Engineering/Computer Science and Career/Exploration. There are special interest areas too, such as Creative Arts floors, ACE (academic community emphasis), Substance-Free environments, WISE (women housed together who have an interest in engineering, science, math) and a Leadership floor. Additionally, there are smoke-free and quiet floors available on both campuses.

As you can see, Housing and Residence Life focuses on the success of the total student, both academically and interpersonally. In keeping with this philosophy, the Department has been in the forefront of providing helpful residential services including Computer Labs, Learning Centers (offering free tutoring, time/stress management), Fitness Centers and wellness programs, data connectivity in the rooms and SIGI-Plus (a computerized guidance system in each hall). There are also full-time professional, live-in staff (Residence Hall Coordinators) in each hall. These are just some of the many programs, activities and services available when a student lives on campus.

We look forward to your living and learning with us. Please be aware that all single, first-year students (including transfers with freshman status) are required to live in University housing. Limited exceptions include students living at home with parents within commuting distance, married students, students with children, and students twenty-one years or older. Inquiries about exemptions should be addressed to the Assistant to the Director, PO Box 6430, Morgantown, WV 26506-6430.

Operation Jump Start

Operation Jump Start helps our freshmen get off on the right foot. Beginning with our outstanding summer orientation program, Operation Jump Start continues with the New Student Convocation, FallFest, Festival of Ideas, WVUp All Night, and a Class Advocate who supports the students through their years at WVU.

One of the most exciting features of Operation Jump Start is our Resident Faculty Leader program. Resident Faculty Leaders, or Riffles as you'll hear them called, are some of our outstanding faculty who are live-in mentors in our residence halls. They provide motivation and encouragement, and help with the transition to college life.

Orchestra
(304)293-4091

See Music.

Organizations
(304)293-4397

See Student Organization Services Division.

Orientation
(304)293-6871

See New Student Orientation.

Outdoor Recreation Center

See Campus Recreation.

P

Parents Club
(304)293-2506

Web site: **http://www.wvu.edu/~parents**

The Mountaineer Parents Club was established by President Hardesty in 1995 to help family members become more involved in their students' educational experiences. In four years, more than 6,500 families have joined the club, with 67 local clubs established, 42 in West Virginia, 25 out-of-state, and 17 state chairs. Mrs. Hardesty is the chair of the organization, which falls under the umbrella of the Alumni Association.

Parking

A nightmare! See Cars.

PASSkey
(304)293-4431

PASSkey is a program that welcomes and orients African-American and other interested minority freshmen. PASSkey participants enroll in special sections of Orientation 1 geared to African-American students. An African-American upper-class student is assigned as a mentor to students enrolled in the class. These mentors help African-American freshmen adjust to life at WVU.

Passports
(304)291-1035

Students who are US citizens and who plan to travel abroad can obtain passport applications at the Morgantown post office, 75 High Street. It takes four to six weeks to process the application and you must show your birth certificate or your naturalization certificate.

Performing Arts

WVU offers the opportunity to participate in and attend exciting productions at the Creative Arts Center. Enjoy student and faculty productions by the College of Creative Arts' theatre, dance, and music divisions, or the University Arts Series' nationally touring performances. In addition to productions staged by the university, West Virginia Public Theatre performs major musicals in the Creative Arts Center Concert Theatre each summer.

See Box Office, WVU Arts & Entertainment, and Theatre for more information.

Personal Rapid Transit

See PRT.

Pharmacy, School of
(304)293-5101

Web site: **http://www.wvu.edu/sop**

The School of Pharmacy, "Improving Health Through Teaching, Research and Pharmaceutical Care," is located in the Robert C. Byrd Health Sciences Center. For a list of the admissions requirements to the School of Pharmacy and the courses required to earn a Pharm. D., M.S., or Ph.D. from the school, see the Health Sciences Center catalog.

Physical Education, School of
(304)293-3295

Web site: **http://www.wvu.edu/~physed**

Programs in the School of Physical Education include athletic training (Ext. 148), athletic coaching education (Ext. 236 or 256), sport behavior (Ext. 268), sport management (Ext. 263), and physical education teacher education (Ext. 248). For more information, see the university catalog or contact the program directors.

Police
(304)293-3136

See Public Safety.

Policies and Rules

See Appendices A through K.

Postal Service
(304)293-4050

A campus post office is located in the Evansdale Residential Complex. WVU has a self-contained campus mail system to facilitate interdepartmental and intercampus communication. You may use the campus mail service (without postage) to all university departments, the Evansdale Residential Complex, and Boreman, Arnold, Dadisman, and Stalnaker Halls, but be sure to drop envelopes in campus mail boxes. Communications such as chain letters and unauthorized religious or political matter are prohibited in the intercampus postal system. Mail coming into the residence halls for you will be put in your assigned mail box.

The Mountaineer Station in the Mountainlair is a full-service U.S. post office. See Mountainlair for more information. The main U.S. post office for Morgantown is located at 75 High Street (304-291-1035).

President's 4.00 List

If you do really well academically you may earn a spot on the President's 4.00 List. If, at the end of the semester, you earn a 4.0 GPA average with at least 12 credits of graded courses, a "P" in all P/F courses, and have no incompletes, then you make the President's List. Congratulations!

Probation/Academic

Serious problem! If your GPA is below 2.0 (maybe higher in some majors) you will be placed on probation and should see your adviser immediately.

PRT

(304)293-5011

West Virginia University's Personal Rapid Transit (PRT) system is one of the most modern transit systems in the world. (Okay, except for maybe, like, the space shuttle or something!)

On a trip from Towers to the Beechurst station, the PRT cars achieve a top speed of eighty miles per hour and go through a 360 degree loop and a corkscrew spiral!

One of the PRT's unique features is the absence of onboard operators. Through computers, each vehicle's position is monitored constantly. If there is a serious malfunction, the system closes down immediately, the power shuts off, and the brakes on each car are set.

Most full-time and part-time students can use their Mountaineer ID Card to access the system through the turnstile entry gates. PRT Cards can be purchased at the WVU Bookstores for $52.00 per semester or riders can pay a 50¢ single trip fare.

Boarding stations are located on Walnut Street, Beechurst Avenue, at the Engineering Sciences Building, Towers, and the Health Sciences Center.

PRT Hours of Operation

Monday through Friday	6:30 a.m. - 10:15 p.m.
Saturdays	9:30 a.m. - 5:00 p.m.
Sundays	Closed

See also Transportation.

PRT Cram

(304)293-2702

Surely you've heard of this WVU tradition that occurs during Mountaineer Week. The idea is to see how many students can be crammed into a PRT (Personal Rapid Transit) car which has been relocated for the event to the front of the Mountainlair. Last year, 68 students stuffed their way into an extremely crammed PRT car. You've got to see it to believe it! This year's PRT Cram will be held during Mountaineer Week (November 6-14, 1999). The event is sponsored by the WVU Student Foundation and Mountainlair.

Publications, Student

See *The Daily Athenaeum*, *Monticola*, *Calliope*.

Public Safety

(304)293-COPS (2677)

The good guys! They provide law enforcement services to the campus community twenty-four hours a day, seven days a week. Their offices are located at 3040 University Avenue.

Q

Questions

Something you will have a lot of, so ask them! If you're having problems finding an answer, see Help.

Quin Curtis Center for Psychological Services

(304)293-2001 Ext. 671

The Quin Curtis Center for Psychological Services provides individualized counseling and therapy for many different problems including anxiety, depression, and eating disorders. Students who are experiencing difficulties can meet regularly with their own therapist and receive specialized treatment, supervised by licensed psychologists, within the Department of Psychology. Your right to privacy is respected and all contact is strictly confidential. We honor most insurance, including the student health insurance available through WVU. You may also be covered by your parents' insurance policy. The Quin Curtis Center also offers free support groups that provide a safe and relaxed place to talk and share with other students having similar problems. Feel free to stop by or call for more information and a free brochure. We are located within the Department of Psychology, Oglebay Hall, Suite 309, or call (304)293-2001 Ext. 671.

R

RA (Resident Assistant)

Your RA is probably the first person you'll meet after arriving at WVU. RAs are upperclass students who are trained to help new residents learn more about the University, each other, and themselves. Contrary to popular belief, your RA is not an undercover enforcer or parent, nor can he or she jump over ten-story buildings or see through walls. RAs are valuable resource persons who know about the University system, its procedures, its programs, and its players. If you have a question about WVU, the residence halls, life after your first term, or if you just want to talk, try your RA.

Radio Station
(304)293-3329

Web site: **http://www.wvu.edu/~u92**

Location: Mountainlair, first floor
Phone: (304)293-3329; request line at (304)293-FM92; or fax at (304)293-7363

WWVU-FM, 91.7 on the dial but endearingly referred to as U92FM, is YOUR radio station. Student-operated and student-funded, "The New Music Pioneer" operates twenty-four hours a day throughout the year, offering a wide variety of alternative programming. Now celebrating its seventeenth year on the air, U92FM brings you everything you need: university, Morgantown, and state news, sports (including AP-award-winning coverage of the WVU women's basketball, men's baseball, and men's hockey action), and public service programming. Chances are you'll find them broadcasting from places you would least expect.

The station, broadcasting at 2,600 watts, allows listeners from Clarksburg (WV) to Greensburg (PA) to Frostburg (MD) to join in on the "cutting edge" of today's music and programming.

But music is the gist of any radio station and U92FM does it better and more diversely than any other around! In fact, most of the country seems to think so too! For the past few years the station has been given nods as one of the nation's best college radio stations in several format categories. When the station is not turning the best in alternative, college-oriented rock, you can catch one of its specialty shows, such as the jazz, reggae, and classical shows. Other shows that are not so self-explanatory include "The Euphoria Garden" (New Age), "No Remorse" (Metal), and "The Urban Diner" (Urban Black). So no matter what your taste, U92FM meets the needs of your palette with the best and newest!

In 1998 the station built an all-digital, state-of-the-art, eight track editing facility that rivals any in the tri-state area. Within this room WVU students create production that remains totally within the digital realm.

All positions are held by students who major in fields from engineering to business. If you're interested in being heard from coast to coast (or at least in the tri-state area) or you would like to get involved behind the scenes, stop by at the beginning of each term and fill out an application.

Records
(304)293-2121

Sometimes more correctly called transcripts, or the things played twenty-four hours a day by U-92, and occasionally set by WVU's outstanding athletes and scholars.

If you have a question about your academic records, or if you think there's been a mistake in your GPA calculation (unfortunately, the latter almost never happens), stop by Admissions and Records behind Colson Hall.

See Admissions and Records and Transcript.

Recreation

Yes, you heard it here! Recreation is an important part of campus life...not the most important, but an integral part. There is much more to WVU than classrooms. As a WVU student, you have a range of exciting recreational opportunities.

Some local recreational areas include Cheat Lake (see Slang), Krepps Park (pool, tennis, picnic facilities, and exercise trail, in Suncrest across from the Creative Arts Center), Marilla Park (pool, picnic facilities, tennis, and basketball facilities, in Sabraton area), White Park (ball fields and skating rink), Chestnut Ridge (fishing ponds, hiking trails, camping, and picnic facilities), Coopers Rock (a state forest with picnic facilities, hiking trails, camping, breathtaking views from atop rock cliffs, and a maze of rock formations).

See Campus Recreation.

Refunds
(304)293-2124 Ext. 1546

WVU tuition refund policies and procedures are fair and easy to understand.

During the Academic Year:	Refund
1st and 2nd weeks	90%
3rd and 4th weeks	70%
5th and 6th weeks	50%
Beginning with the 7th week	Sorry, No Refund

Refund information for summer session and nontraditional class session periods is based on the refund rate for the academic year. If you make a schedule adjustment that affects the number of credit hours you are taking prior to the last day for a tuition refund, you may be entitled to a partial tuition refund. If you are entitled to a refund, your check will be automatically mailed to your local mailing address.

Housing Refunds: See Appendix E.

Registration
(304)293-2124 Ext. 1527

What has come to be known as pre-registration is a process that allows students to establish a proposed schedule of classes with their advisers. Pre-registration goes on for three weeks in the fall and three weeks in the spring. If you wish to have any say about your schedule, pre-register. Students who don't pre-register get what's left over! Watch for more information about pre-registration in *The Daily Athenaeum.*

Religion

Religious facilities in Morgantown and opportunities to share your religious beliefs are as varied and diverse as the university community, so whether you're interested in continuing an established pattern of involvement in religious organizations or in learning more about religion in general through courses in the Religious Studies Department, the opportunities are here. In the Yellow Pages of the Morgantown phone book you can find a listing of area churches and synagogues, all of which welcome student attendance and participation. Several denominational offices are housed in the Campus

Ministry Center, 293 Willey Street (304-292-4061). For a list of university-recognized student organizations affiliated with particular religious denominations, see Student Organizations Services.

See Days of Special Concern.

Representing the University

Representing the university at social, cultural, academic, or sporting functions is a responsibility you should take seriously. To represent the university in public appearances, you must be enrolled in the university and must meet the eligibility requirements of the department or school in which the activity originates.

See Absence.

Research
(304)293-8281

Web site: **http://www.wvu.edu/~research/**

As West Virginia's only land-grant university, its major research and development center, and its only comprehensive doctoral-granting institution, West Virginia University has been charged with the responsibility of maintaining a combined agenda of research, teaching and service. West Virginia University has been recognized as a "Research University I" institution by the Carnegie Foundation for the Advancement of Teaching, which places it among only 59 public and 29 private institutions nationwide. Research, scholarship, and creative activity of distinction are expected within every school and college of the University.

Research Integrity
(304)293-8281

Web site: **http://www.wvu.edu/~research/RTF/senateintegritymemo.html**

Integrity in research and scholarship is an obligation of all who engage in the acquisition, application, and dissemination of knowledge. Students, faculty, and staff who participate in research, service or teaching activities at WVU may be impacted by the university's policy on research misconduct. Activities that involve animals may require an approved protocol by the Animal Care and Use Committee. Activities that involve human subjects require an approved protocol by the institutional Review Board.

Residence Hall Association (RHA)
(304)293-7656

RHA is the central governing unit for all of the residence halls. It is made up of students, and in a real sense is the students' voice in the residence halls. RHA listens and responds to your concerns and suggestions. If you want to be heard, join RHA. RHA is a member of the National Association of College and University Residence Halls (NACURH). Residence hall students may also be nominated to the National Residence Hall Honorary based on academics and leadership.

Residence Halls (not dorms)
(304)293-4491

The term you are supposed to use to describe on-campus housing.

University-owned residence halls are very convenient to campus, relatively inexpensive, and conducive to learning; besides, the food service saves you the hassle of cooking. Residence hall staff work closely with Resident Faculty Leaders and hall government to enhance living conditions in the halls. Staff members consist of professional, graduate, and undergraduate personnel. All single first-year students (including transfer students with less than twenty-nine credit hours) are required to live in University housing. The residence hall program is committed to the intellectual and interpersonal development of its students. An on-campus living environment provides academic support and a variety of programs/activities designed to facilitate student success at West Virginia University.

The following are housing exceptions:

1. Students living within commuting distance who reside with their parents.
2. Married students.
3. Students with children.
4. Students 21 years or older

More information about life in the halls, policies, and procedures can be found in the *Eyes & 'Eers* and in the contract.

See Appendix E.

Residence Life
(304)293-5079

You guessed it. These folks are responsible for the "living" part of the residence halls. It's their job to ensure that life in the halls is comfortable, supportive, challenging, fun, and exciting. All in all, it's a great opportunity to live with your peers from all parts of the world. If you have questions or concerns about life at WVU or in the halls, residence life staff are available to assist you.

Resident Faculty Leaders

Resident Faculty Leaders (RFLs) work with students, faculty, and residence life staff to build community in the residential house, which supports learning both in and out of the classroom. Select faculty members are associated with each residence hall, and are living in homes adjacent to the residence halls, providing even further support to the living and learning experience. RFLs serve as intellectual and personal role models for students, help create a climate that fosters academic achievement, and work with students to develop and achieve community goals. Along with the support of other faculty, RFLs use their experiences and expertise to plan activities and social events, and participate in them with students. Events and activities are provided through each house. These activities may include concerts, plays, speakers, hiking, intramural sports, day trips to Pittsburgh or DC, seminars on contemporary issues, and community service projects such as Habitat for Humanity or flood relief.

R S

Restriction

See Holds.

Revenue and Loan Services

See Student Accounts.

Rhodes Scholars

WVU has the distinction of having sent twenty-five Rhodes Scholars to Oxford University. That ranks us up there with some of the best schools in the nation. This is an accomplishment of which all students can be proud!

ROTC

(304)293-2911 (Army)
(304)293-5421 (Air Force)

Web site: Army ROTC
http://www.wvu.edu/~armyrotc
Web site: Air Force ROTC
http://www.wvu.edu/~afrotc

Common abbreviation for Reserve Officer's Training Corps. It is a combined university-military program designed to provide qualified leadership for the Armed Forces. WVU offers two- and four-year programs of instruction in military science (Army ROTC) and Air Force aerospace studies (Air Force ROTC). There is no commitment to a military career or service during the freshman and sophomore courses unless you have an ROTC scholarship. A student may drop the course just like any other course offered by the university. The junior and senior years are for cadets who have completed a summer training program and have been selected for the advanced program. Successful completion of these programs and degree requirements normally leads to a commission as a second lieutenant in a component of the Army or in the Air Force. The Army has no uniform requirements for freshmen and sophomores. Numerous college scholarships are available for both programs. ROTC credits can also count toward graduation, and we teach valuable skills in leadership, communications and organizations.

S

Safety and Security

Yes, WVU is very concerned about the safety and security of its students.

See Public Safety, Crime Prevention, and Emergency Phones.

Scholarships

Student body presidents at West Virginia's 143 high schools are eligible for a $1,000 Mountaineer Parents Club scholarship offered annually by the Loyalty Permanent Endowment Fund of the WVU Alumni Association.

Each fall a letter is sent to high school principals in the State requesting the name and home address of the elected student body president. Then, a letter is sent to the student informing her/him of the scholarship and requesting notification of acceptance of the award by May 1 of her/his graduation year. The scholarships are awarded by representatives of the Mountaineer Parents Club during spring high school awards ceremonies, and distributed in two $500 increments in each semester of the freshman year.

Parents of scholarship recipients will automatically become members of the Mountaineer Parents Club and receive a complimentary lapel pin displaying the official logo of the Club.

Scholars Program

(304)293-4126

Web site:
http://www.arc.wvu.edu/admissions/scholars.htm

The WVU Scholars Program provides scholarship opportunities to a variety of students as incoming freshmen. The awards include all-expenses-paid scholarships; tuition-and-fees-only scholarships; scholarships for high school valedictorians, for African-American students, for National Merit finalists, and for Leadership Awards. Students who wish to be a part of the WVU Scholars Program should submit the Application for Freshman Scholarships and Awards and the Undergraduate Admissions Application by February 15.

School Colors

Old gold and blue.

Senior (89 or more term hours)

Members of this subspecies are instantly recognizable on campus as they never carry books, pencils, or paper during the first and often remaining weeks of class. They will often be overloaded with courses like Math 3, English 2, and Spanish 3 because they "forgot" to take them as underclassmen. Toward the second term this subspecies will subdivide into two distinct groups — one that has plans after graduating and one that wonders if graduation will occur.

Service-Learning Programs

(304)293-8761

Web site: **http://www.wvu.edu/~oslp**

Don't want to wait until after graduation to be active, to make a difference or a contribution? The Office of Service-Learning programs is the place to find out which classes, majors, and academic clubs have community service projects as part of their curriculum. It organizes the alternative break projects every semester. It is also the place that publicizes opportunities for involvement in public service, provides resources for student groups that want to organize special events, and assists faculty who want to incorporate service-learning opportunities into the academic curriculum. Service activities can provide career exploration and skill development, introduce you to new experiences and

diverse people, make you feel good about yourself, and provide meaningful links between academic life and society. Theodore Roosevelt said "This country will not be a good place for any of us unless we make it a good place for all of us to live." Martin Luther King, Jr., reflected that "Everybody can be great because everybody can serve." What can you do to make a difference?

Sexual Assault Prevention and Education Office

(304)293-1377

The Sexual Assault Prevention and Education Office is located at the University Health Service. This office provides information to help reduce the risks of becoming involved in sexual aggression, either as a victim or as a perpetrator. Educational presentations on sexual assault can be requested by any member of the university community. Crisis counseling and victim advocacy services are also a primary responsibility of the office. Services and resource numbers are provided to victims of sexual assault to assist with medical needs, long-term counseling, law enforcement reports, support groups, and other forms of advocacy that the survivor may require. Friends of survivors can also receive information and help. All services and contacts are kept strictly confidential.

Sexual Harassment

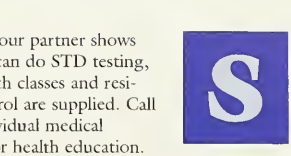
(304)293-5496

Sexual harassment is unwanted sexual attention from someone in a position to affect your work or academic advancement or that creates a hostile, intimidating environment that negatively affects your ability to do your job or classwork. These advances may be verbal, written, or physical, and may have a specific or implied connection to something like a grade, a promotion, or a penalty. This is against the law and WVU's policies. Know your rights about sexual harassment, keep a written record of any incidents, and consider using assertive communication and/or getting assistance. Contact the Social Justice Office in room B1 of Stewart Hall to obtain further information, even if you're not sure you were harassed. They can also help you register a complaint. Avoid isolation and self-blame by talking with resource people in the counseling center, the Sexual Assault Prevention and Education Program, or the Social Justice Liaisons located in every unit and department. Sexual harassment awareness programs can be arranged for individuals, groups, and organizations by calling the Social Justice Office at (304)293-5496.

See also Appendix G.

Sexually Transmitted Diseases (STDs)

What's your risk of contracting an STD? One in four (if you're having sex, that is, and not everyone is). So before you fall for the sun, moon, and stars in a relationship, be aware that most of your partners who have an STD won't even know it at the time. Skin-to-skin contact and exchange of bodily fluids during vaginal, oral, and anal sex pose risks. Condoms help, but some diseases are spread despite perfect condom use. If you think birth control pills protect against diseases, think again. They're great for birth control, but not for preventing STDs. The good news is that protecting yourself and your partner shows respect. The Student Health Service can do STD testing, counseling, and lots of prevention with classes and residence halls. Condoms and birth control are supplied. Call (304)293-2311 for confidential, individual medical appointments, and (304)293-6972 for health education.



Shell Building

The Shell Building is a world-class, fully automatic time track. It is home to the indoor track squad and the 12-time national champion rifle team. Weight rooms and practice rooms round out the building.

Shoplifting

It doesn't matter what it is – a car, a toothbrush, or a pencil – in West Virginia it could be a felony. It isn't worth the risk.

SIGI-PLUS

(304)293-2221

It's free; it's fun; it's a good way to find out more about your interests and values and how they might fit into different careers. To use SIGI-PLUS you use a computer terminal (don't panic — the computer even tells you which keys to hit) at your own pace, at your convenience. SIGI-PLUS is the newest generation of interactive computerized guidance programs. The new multi-user form covers all aspects of career decision making and planning and is available at Career Services and all residence hall computer sites.

Slang

From time to time, a new student may be confused by strange jargon or a colloquialism that is used to describe an activity, person, or geographic location. Here, then, is a short guide to some slang expressions and terms used at WVU:

CAC: Creative Arts Center

***DA*:** *The Daily Athenaeum*, the student newspaper

'Eers: A not-so-archaic short form of Mountaineers

Lair: Mountainlair Student Union, as in "Meet you out front of the Lair at noon."

Tailgating: An almost tribal ritual that occurs before every home football game. One does not even have to have a tailgate to tailgate. It's the merriment that goes on in the parking lot at Mountaineer Field prior to the games. Tailgaters are very friendly and will invite any passerby to come and partake of their goodies.

The Lake: Cheat Lake, about ten minutes east of town on I-68. From the first good day of spring to the last fleeting day of autumn, the place to be. Lots of docks, lots of people, lots of fun. Watch out for the catfish — they nibble. More importantly, diving or jumping from the bridges may be hazardous to your health.

Polly Sigh: Political science.

Sunnyside: A five-block section of University Avenue, just up from the B&E Building (where old Mountaineer Field used to be), known for its low-cost, low-profile bars and eateries.

Smoking Policy

WVU has a goal of achieving a smokefree environment as near as is practically possible. Smoking has been prohibited at Mountaineer Field (except the concourse), Hawley Field, and in all university buildings, with the exception of specifically designated areas in the residence halls.

Soccer Complex

The Mountaineer Soccer Complex, opened in 1997, is complete with bleacher seating for 2,000, a press box, and state-of-the-art lighting, scoreboard, and public address systems. It's the home to the women's and men's soccer teams.

Social Justice
(304)293-4160

The purpose of the Office for Social Justice (B-11 and B-1 Stewart Hall) is to see that students, faculty, and staff of West Virginia University study and work in a climate of academic freedom and social responsibility, developing the skills, knowledge, and self-esteem necessary for participation as world citizens.

The office is committed to ensuring that all persons, including women, people of color, people with disabilities, gays, lesbians, bisexuals, and transgendered persons, veterans, and people of different religions, ages, international, ethnic, and economic backgrounds benefit from the many opportunities this institution provides.

There are six areas of service offered to faculty, staff, and students:

Advocacy
Sexual Harassment, ADA
Diversity Training
Program/Policy Recommendations
Information and Referral
Equal Opportunity/Affirmative Action Coordination
Coordination of Americans with Disabilities Act
Coordination of Disability Services
ADA Compliance

Solicitation
(304)293-4397

Location: Student Organization Services Office, Mountainlair Student Organization Wing.

The term "solicitation" is defined to include: (1) the sale of products or services; (2) the seeking of funds, signatures, merchandise, or applications for services. Only WVU-recognized student organizations are permitted to conduct solicitation; individual students and informal student groups cannot. Commercial for-profit solicitation is not permitted on university property except by contract with the Student Organization Services.

Solicitation of funds on university property by WVU-recognized student organizations is permitted only with a concession permit, which must be obtained from and submitted for approval to Student Organization Services. If the permit is approved, the profits from the solicitation must be solely for the direct use of a student organization. The concession permit must specify the bank account into which the income will be deposited. Student Organization Services reserves the right to audit the account, receipts, and other relevant records before, during, and after the solicitation event.

Sophomore **(29 to 58 term hours)**

This species generally lives in an off-campus habitat and can be recognized by an air of confidence, since he or she has finally learned the way around campus.

Sororities
(304)293-8204

See Student Organization Services Division.

Speaker and Open Forum Policies

WVU recognizes that freedom of expression and open communication are essential to education and supports the rights of students to listen to diverse points of view as expressed by speakers they may invite to the campus.

See Student Activities – Arts & Entertainment Division and Free Speech Activities.

Speech and Hearing Center
(304)293-4241

Web site: **http://www.wvu.edu/~speechpa**

If you need help for a speech or hearing problem, contact the center for an appointment.

Sports Clubs
(304)293-5221 or (304)293-2203

Whether you're a die-hard advocate or interested only in learning a new sport, check out the Sports Club Federation. Clubs include crew, equestrian, fencing, grotto, ice hockey, lacrosse, racquetball, rugby, scuba, ski club, ski team, skydiving, tae kwon do, volleyball, cycling, and whitewater. Beginners are welcome!

Stansbury Hall

Stansbury is a landmark on campus (it was the gymnasium where Jerry West played for WVU). It now houses "Outdoor Recreation Center," English, philosophy, humanities, the writing lab, ROTC, campus recreation, basketball courts, golf cages, volleyball, and badminton courts.

Staying at WVU

To stay at WVU you must not exceed the "allowable grade point deficiency." This policy is explained in detail in the undergraduate catalog. Suffice it to say that if you don't understand how to compute grade point deficiencies (and most students don't), your academic adviser will assist you. A key thing to remember is that staff and faculty at WVU want you to remain on campus. We like having you here. Your parents like having you here and we hope that you like being at WVU. Staff and faculty go to great lengths to teach courses, create services, and develop policies that will support your efforts. If there is something that you need, don't hesitate to ask.

Steps

There are 125 steps (give or take a few – depending on which route you take) between Beechurst and the Mountainlair. Think positively as you trudge (or dash) up those flights each day. The exercise is good for you and you can honestly say you are moving up in the world!

Student Accounts

(304)293-4006

Located in the basement of Stewart Hall, the Office of Student Accounts includes billing and loan services (cashier's office, student accounts, and student loan office) and accounting services.

Student Administration

Web site: **http://www.wvu.edu/~speechpa**

Location: Mountainlair, Student Organization Wing, PO Box 6444
(304)293-4403 for President
(304)293-3814 for Vice President
(304)293-3813 for Board of Governors and Executive Committees
(304)293-3815 for Attorney General, Treasurer, and Board of Trustees Advisory Council Representative

Government of the students, by the students, and for the students! (To coin a phrase.) Student Administration (SA) is the representative voice of the WVU student body, and is divided into three branches: executive, legislative, and judicial. A Student Administration chart is on page 52. SA president and vice president, board of governors, and athletic council representatives are chosen in a February election, in which all students are eligible to vote. All other positions are filled through an application process, for which applications are available in early March and again in September. Get involved in your student government today!

EXECUTIVE BRANCH: This branch is composed of an elected president and vice president and an appointed treasurer, attorney general, and executive committee chairpersons. Positions on the executive committees are great opportunities for students to get involved in the political process at WVU. Applications for these positions are available to all students. Executive committees include: Voter Registration, Volunteerism, Student Rights and Social Justice, City Council Relations, State Government Relations, Safety, Transportation, Student Facilities and Services, Environmental Concerns, Activities, Business Relations, Education, Curriculum and Instruction, Publicity, Technology, Fund-raising, and Housing and Elections. In addition to these committees, the Bureau of Finance is the executive component that reviews the SA budget and grants funds to WVU student organizations.

This year's president and vice president are Doug Skaff and Amy Massey. If you haven't met Doug and Amy yet, stop by the Student Administration offices in the Mountainlair and make it a point to get to know them. They're working hard to represent you!

LEGISLATIVE BRANCH: The board of governors is composed of elected individuals who pass legislation and work on projects like campus safety, student housing, and beneficent actions for the university community.

Governors for the 1999-2000 term are: Mona Assemi, Billy Betz, Tricia Cartisano, Amelia Easley, Lou Gentile, Kevin Gleason, Carrie Graziani, Josh Henline, Erin Kratsas, Nick Martino, Richard Mendoza, Michael Postus III, Katie Rogers, Wilmore Washington, and David Workman.

JUDICIAL BRANCH: This branch's sole body is called the judicial board. It rules on conflicts within SA, certifies all SA elections, and addresses other judicial matters, such as impeachment and removal from office, as necessary. Applications are available to all full-time WVU students.

ATHLETIC COUNCIL: In addition to SA's three branches, students elect two representatives to the University Athletic Council, which influences policy on athletic events. This term's representatives are Amber Brugnoli and Andy Culicerto.

Student Affairs

(304)293-5811

Web site: **http://www.wvu.edu/~studaff/**

At Student Affairs, we don't just say that students are our #1 Priority, we prove it! The Division of Student Affairs at West Virginia University provides a network of support services that meets our students' scholastic and developmental needs. We promote a sense of community that is essential to university life, and establish a climate in which each student is challenged to higher levels of intellectual, personal, and social growth.

The major units of Student Affairs are:

- Arts & Entertainment
- Career Services Center
- Carruth Center for Counseling & Psychological Services
- Center for Black Culture and Research
- Enrollment Management Services
  - Admissions & Records
  - Financial Aid
  - New Student Services
  - Scholars Office
  - Student Systems Development
- Housing & Residence Life
- Mountainlair
- Resident Faculty Leader Program
- Student Affiars Business Operations
  - *Daily Athenaeum* (Budget purposes)
- Student Life
- Student Recreation Center
- Student Support Services
- University Health Service
- WVU Dining Services

S

Student Assistance Program
(304)293-6972

The Student Assistance Program is a counseling, education, and information program for students who are concerned about their drinking or drug use or about alcohol or drug misuse in their family. It is housed in the Health Service on the ground floor of the Health Sciences Center. The Student Health staff responsible for this program will not judge you, criticize you, or moralize with you about your health and well-being. They are there to listen to you, to help you understand the nature of alcohol and drug abuse, and to get you into a program to meet your needs. Services available include consultations, individual alcohol/drug counseling, and alcohol/drug awareness groups for students who want to learn more about the nature of alcohol and drug abuse. There is a $5.00 co-payment required at each visit. For more information, call (304)293-6972.

Student Foundation

See Foundation.

Student Health

See Health Services.

Student Life
(304)293-5611

Web site: **http://www.wvu.edu/~studlife**

1. Something WVU needs more of.
2. Has to do with the sixty or so hours a week you're not sleeping, eating, in class, or studying.

The Office of Student Life, located in Elizabeth Moore Hall (the building with majestic pillars across the street from the Lair), coordinates many important services. For example:

Betty Boyd Emergency Student Loan Fund: (304-293-5611) This fund was established in memory of former Dean Betty Boyd to provide the dean of student life with access to funds for students facing a financial crisis. The dean or a designee will negotiate a note for an amount not to exceed $500 and issue a check to the student. An emergency loan application will also be completed and an agreement will be made for repayment of the loan.

Local/Commuting Freshmen: (304-293-5611) All freshman students who have received permission to live off-campus are strongly encouraged to contact Student Life. This office plans special programs and activities to help involve local/commuting students in campus life.

Office of International Students and Scholars: (304-293-3519) From the first day of orientation to graduation, this office (also part of Student Life) is often a focal point of many international students' lives on campus. The office serves to link students from other countries, WVU administration and faculty, U.S. government agencies, and foreign embassies and consulates. It's also a great place for international and American students to hang out. If you're an international student and you need some support or advice, it's a good place to go, and if you're an American student it's a great place to learn more about different cultures, people, and countries.

Judicial Programs: (304-293-5611) Any questions related to disciplinary procedures, due process, rules, and regulations should be referred to the Office of Judicial Programs in the Office of Student Life in Elizabeth Moore Hall.

See Appeals, Due Process, and Appendices A, B, and C.

OASIS: (304-293-5611) This stands for Older Adult Students Information and Services. OASIS exists to help non-traditional students in acclimating to the university lifestyle. Services include student advocacy, referrals and information, and special programming. If you're a non-traditional student looking for support, direction, and meaningful activity, check with the Office of Student Life about OASIS.

At WVU we have a variety of students who have various educational and personal goals. If you are a student who is in a situation which requires you to balance going to school, taking care of children, and possibly needing some financial support, there is an individual, Dr. Melanie J. Cook, who is available to assist you. If you receive public assistance (or think you qualify for such) and need some advice/advocacy, please feel free to contact her in Elizabeth Moore Hall at 293-5611.

Off-Campus Housing: (304-293-5611) Locating off-campus housing can be time consuming and even confusing. Off-campus housing staff can offer advice and a listing of available apartments, houses, mobile homes, sleeping rooms, or privately owned residence halls. Note: Freshmen are required to live on campus unless special permission is granted by the Department of Housing and Residence Life.

Student Legal Services: (304-293-4897) The Student Legal Services Office provides full-time university students with legal advice and assistance. A licensed attorney is available by appointment to students in legal matters and to provide educational programs. Questions concerning landlord-tenant controversies, consumer disputes, criminal matters, and family issues should be directed to this office. It's a good idea to have your apartment lease reviewed by the attorney for students before you sign it.

Term Withdrawal from the University:

1. If you ever consider withdrawing (at one time or another many students do!) talk to someone...anyone – to a counselor, your academic adviser, a student life officer, your RA, a good friend, or your parents. Withdrawing from WVU is a big decision – don't try to make it alone.
2. Students may withdraw (drop all classes) from the university at any time before the last day regular classes are scheduled to meet.
3. To withdraw, students must come to the Office of Student Life for an exit interview. The interview will take fifteen to twenty minutes. Students should bring their Mountaineer ID card to the interview.

S

Student Organization Services Division

Web site:
http://www.wvu.edu/~studact/studorg

Location: Mountainlair, Student Organization Wing, PO Box 6444
Phone: (304)293-4923
E-Mail: sos@wvu.edu

College is where you learn, right? Well, the classroom is not the only place to do that! Being involved in some student organization is a great way to round out your college career. You meet lots of people, use your time productively, AND have tons of FUN! (As if you would want to do that!)

Community Service (Rainbow of Services) (304)293-8208

Web site: **http://www.wvu.edu/~sos/ros**

The Rainbow of Services provides you with an opportunity to have fun while helping the community! You can sign up to volunteer with a local service agency or you can help out with one of WVU's own programs. Never volunteered before? Don't know what or where you want to volunteer? No problem. The helpful staff at the Student Volunteer Office, along with the local United Way, can help you to help others.

WVU CAN! (Cares About Need)

WVU CAN sponsors a non-perishable food drive called "First Friday People First" the first Friday of every month. The food is distributed to local food pantries to serve those in need.

Youth Intervention Tutoring Program

WVU students are paired with local kids ages 12-18 and tutor them in a variety of subjects. You can help make a difference in a kid's life by giving up one hour out of your week.

SHOP (Students Helping Other People)

'Tis the season to be jolly . . . and help others. This program helps to brighten the holidays of kids by sending them on a holiday shopping trip with a WVU student. Little kids and big kids are seen running up and down the aisles playing with the latest toys.

Adopt-A-Street

Look for the blue signs as you drive and walk around town. These signs mark streets that WVU student organizations have volunteered to clean up.

Fraternity & Sorority System (304) 293-8204

WVU has one of the most recognized Greek systems in the U.S., with more than twenty percent of the student population being active in a social fraternity or social sorority. These social organizations, governed by the WVU chapters of the Panhellenic Council, the Interfraternity Council, and the National Panhellenic Association, are visible on campus through philanthropic activities, community service projects, and many university events. If you are interested in a fraternity or sorority, keep your eyes peeled in the early weeks of the fall and spring terms for rush, which is the process of selecting and joining a fraternity or sorority.

WVU has over 250 recognized student organizations. There are organizations affiliated with most academic departments and majors, as well as 20 fraternity chapters and 12 sorority chapters registered as West Virginia University student organizations. Here is a list of fraternities and sororities recognized by WVU:

Fraternities:

Alpha Gamma Rho
Alpha Phi Alpha
Beta Theta Pi
Delta Chi
Delta Tau Delta
Iota Phi Theta
Kappa Alpha Order
Kappa Sigma
Phi Beta Sigma
Phi Delta Theta
Phi Gamma Delta
Phi Kappa Psi
Phi Sigma Kappa
Pi Kappa Alpha
Pi Kappa Phi
Sigma Chi
Sigma Phi Epsilon
Tau Kappa Epsilon
Theta Chi

Sororities:

Alpha Kappa Alpha
Alpha Omicron Pi
Alpha Phi
Alpha Xi Delta
Chi Omega
Delta Gamma
Delta Sigma Theta
Kappa Delta
Kappa Kappa Gamma
Pi Beta Phi
Sigma Kappa
Zeta Phi Beta

Student Organizations (304)293-4397

Web site: **http://www.wvu.edu/~sos**

So you wanna be in a student organization, eh? Well, you've got quite a variety to choose from. WVU has more than 200 student organizations, one or more of which will undoubtedly fit the bill just for you! And if one doesn't, then – HEY!, create your own! (That's the way student organizations are born!)

Being a member or leader of a student organization will most likely be one of your fondest memories of college. It's how you meet people with similar interests and goals, where you'll learn a lot (about whatever it is that organization does), and where you'll have loads of fun!

NOTE: Student organizations are not administered by, controlled by, or a part of WVU. However, WVU recognizes student organizations and allows them to participate in activities on campus if they comply with certain conditions. Take a moment to peruse the plethora of student organizations recognized by WVU:

Cultural and International

Organizations for students who have a personal or professional interest in a particular culture, nation, or language.

African Students Association
Chinese Student Association
Chinese Students and Scholars Association
India Association
International Student Association
Iranian Student Association
Japanese Club
Korean Student Association
Malaysian Student Association
Organization of Africana Students
Pakistan Student Association
Russian Circle

S

Honoraries

Organizations that honor students for their achievements. They are based on class rank, major field of study, or extracurricular involvement.

Alpha Epsilon Delta (Pre-Med)
Alpha Omega Alpha (Medical)
Beta Alpha Psi (Accounting)
Beta Beta Beta (Biology)
Chi Epsilon (Civil Engineering)
CHIMES (Junior)
Delta Sigma Pi (Business)
Eta Kappa Nu (Electrical Computing Engineering)
Golden Key National Honor Society (Top 15% in GPA of University students)
Helvetia (Sophomore)
Kappa Kappa Psi (College Band Members)
Mortar Board (Senior)
Mountain (Senior/Graduate & Leadership)
Mu Tau (Medical Technology)
National Residence Hall Honorary
Omega Chi Epsilon (Chemical Engineering)
Order of Omega (Social Fraternities & Sororities)
Phi Alpha Theta (History)
Phi Sigma Pi (Academic)
Phi Upsilon Omicron (Home Economics)
Pi Delta Phi (French Honorary)
Pi Epsilon Tau (Petroleum Engineering)
Pi Sigma Alpha (Political Science)
Pi Sigma Sigma (Political Science)
Pi Tau Sigma (Mechanical Engineering)
Psi Chi (Psychology)
Rho Lambda (Greek Honorary)
Sigma Delta Pi (Spanish Honorary)
Sigma Lambda Alpha (Landscape Architecture)
Tau Beta Pi (Engineering Sciences)
Xi Sigma Pi (Forestry)

Topical & Professional

Organizations for students who (currently or in the future) are majoring in a particular field or otherwise interested in a particular topic. Organizations geared toward graduate- or professional-level students are noted with an asterisk (*). In addition, there is the Graduate and Professional Student Association.

Agricultural Sciences & Forestry:

Agriculture and Forestry Council
Agricultural and Resource Economics Club
Alpha Tau Alpha
American Society of Interior Designers
Block and Bridle Club of WVU
Graduate Resource Economics Club
Mountaineer Bonsai Society
Mountaineer Collegiate FFA
Plant and Soil Science Club
Plant and Soil Sciences Graduate Students
Poultry Science Club
Professional Recreation & Parks Society
Sigma Alpha
Society of American Foresters
Student Society of Landscape Architects
Wildlife Society

Business & Economics:

Accounting Club
Fashion Business Association
Industrial Relations Student Association
Marketing Club
MBA Association
M.P.A. Association
Mountaineer Investment Club
Society of Human Resource Management
Thompson's Graduate Economics Club
Undergraduate Economics Club

Engineering Sciences:

American Astronautical Society
American Institute of Chemical Engineers
American Society of Aeronautics and Astronautics
American Society of Civil Engineers
American Society of Mechanical Engineers
American Society of Safety Engineers
Chemical Engineering Graduate Students
Formula Lightning Team of WVU
Industrial Hygiene Student Association
Institute of Electrical & Electronic Engineers
Institute of Industrial Engineers
National Society of Black Engineers
Society of Automotive Engineers
Society for Mining Engineers
Society of Petroleum Engineers
Society of Women Engineers

Health Sciences:

Academy of Students of Pharmacy
American Association on Mental Retardation
American College of Healthcare Executives
Christian Medical and Dental Society
Delta Sigma Delta (Dental Professional Fraternity)
Exercise Physiology Club
Kappa Psi (Pharmacy Fraternity)
Lambda Kappa Sigma (Pharmacy Professional Fraternity)
Masters of Public Health Student Association
Psi Omega (Dental Professional Fraternity)
Student American Dental Hygienists' Association
Student Dietetics Association
Student Nurses' Association
Student Society of Health-System Pharmacists

Human Resources & Education, Social Work:

Association of Young Children
Council for Exceptional Children
Family and Consumer Sciences Club
Graduate Social Work Organization
Music Educators National Conference
Music Teachers National Association
National Student Speech, Language, and Hearing Association
Professional Association for Technological Studies
Student Education Association
Undergraduate Social Work Organization

Journalism & Communication:

Advertising Club
Black Media Association
Broadcast News Club
Public Relations Student Society of America
Society of Professional Journalists

Law:

American Bar Association
Black Law Students Association
International Law Society

Labor and Employment Law Association
Lawyer's Guild
Lugar Moot Trial Association
Men's Law Caucus
Student Bar Association
Student Trial Lawyers Association
Volunteer Law Clerks Association
Women's Law Caucus

Liberal Arts, Creative Arts, & Sciences

American Chemical Society—Student Affiliate
English Club
English Graduate Organization
Horn Club
Jazz Club
Philosophy Club
Pre-Law Society
Potter's Guild
Student Art Association
Student Association of Public Administrators
WVU Trombone & Euphonium Club

Military Science:

National Society of Scabbard and Blade

Political, Environmental, & Special Concerns

Organizations for students interested in topical conversation, fellowship, and/or activism with political parties, as well as movements or concerns in the political, environment/ecological, and diversity/multicultural/minority arenas.

Amnesty International
Bisexual, Gay and Lesbian Mountaineers
College Republicans
Debate and Forensic Association
Female Equality Movement
Mountaineers for Life
Organization for Native American Interests
Public Interest Advocates
Sierra Student Coalition
Student Rights Administration
Young Democrats

Religious

Organizations for students interested in fellowship with others of their faith (N-D represents non-denominational).

Alternative Religions Association
Radical Edge
Bahai Club (N-D)
Baptist Campus Ministry
Baptist Student Union (Baptist)
Bible Studies of WVU (N-D Christian)
Campus Crusade for Christ (Protestant)
Campus Light Ministries (N-D Christian)
Canterbury Student Fellowship (Episcopalian)
Catholic Student Fellowship at Newman Hall
Chi Alpha Campus Ministries
Christian Student Fellowship (N-D Christian)
Eckankar Student Society of WVU
Hillel House (Jewish)
Intervarsity Christian Fellowship
The Kadima
Latter-Day Saint Student Association
Lutheran Student Movement
Muslim Student Association (Islam)
Obededom (Christian)
Students for Christ (N-D Christian)

Service

Organizations for students who are particularly interested in doing service for the university, the Morgantown community, or the region.

Alpha Angels
Alpha Phi Omega (APO)
Bennett Hall Council
Best Buddies of WVU
Brooke Residence Hall Council
Circle K Club
Collegiate 4-H Club
Helping Hands
Intergenerate!
Mountaineer Council
Rotaract Club of West Virginia

Sports & Recreation

Organizations for students who are interested in a particular sport, hobby, or type of recreation. Many of these compete with other colleges and universities. The Sports Club Federation (SCF) represents many of the competition-oriented clubs as a group.

Amateur Radio Club
Astronomy Club
Athletic Trainer's Association
Bowling Club of WVU
Chess Club
Crew Team
Cricket Club
Cycling Club of WVU
Equestrian Club
Fencing Club
Folk Dance Club
Forever Young Players
Friends of Old Time Music
Grotto (Spelunking)
Hockey Club
Lacrosse Club
Martial Arts Club
Outdoor Adventures Club
Paintball Club
Physical Education Majors Club
Racquetball Club
Rugby Football Club
Ski Club
Ski Team
Skydivers
Sport Behavior Graduate Students
Sports Club Federation
Sports Management Club
Tae Kwon Do
Trekkers Guild of WVU
University Choir
Volleyball Club
Whitewater
Women's Soccer Club
WVU Student Athletic Club

Topical and Professional

*Minority Graduate and Professional Student Organization

S T

Student Recreation Center
(304)293-7053

Students passed a referendum in April 1997 supporting a new Student Recreation Center to be constructed on the Evansdale Campus near the Towers PRT Station. The Center will include a four court gymnasium, a three court gymnasium, a large weight and fitness area, racquetball and squash courts, indoor jogging track, three multi-purpose rooms, two swimming pools (lap and leisure), wellness center, outdoor equipment rental area, food service facility, and climbing wall. Ground breaking for the $34 million, 170,000 square foot facility will occur during the summer 1999. The Center is scheduled to open second semester, 2001. Student fees will not be collected until the Center is open.

Student Rights and Responsibilities
(304)293-5611

Yes, you have rights and responsibilities as a WVU student!

See Appendixes A, B, and C.

Student Support Services
(304)293-6629

Student Support Services, or SSS, is an innovative and creative program which offers a number of different and exciting opportunities to its members.

Undergraduate students can apply to become members of the program, which helps them meet a variety of different people and deal with the academic and social pressures that often occur during college. The program focuses on helping students fit into the big picture of the university by creating smaller learning groups. Each member has the opportunity to participate in one-on-one term planning sessions, cultural events, and personalized tutoring throughout the year.

While the program offers tutoring in most of the major courses, it also offers a number of other services to aid in the learning process, including: advising, academic counseling, mentoring, study skills, math reviews, writing improvement, career exploration, cultural activities, and referrals to other campus and community resources. A freshman orientation class is offered in the fall to help new students learn more about the university and its available services. In cooperation with the financial aid office, the project maximizes financial aid assistance to active participants who progress satisfactorily.

The program is funded by the US Department of Education and is free to its members. Undergraduate members are selected through an application to the director based on such criteria as first-generation-to-attend-college status, federal financial guidelines, academic need, and disability status.

Apply early in the term or before the term begins. For information and an application, visit the office at M-56 Brooke Tower, or write PO Box 6430.

Study Abroad
(304)293-6955

Don't miss the boat! Now is a great time to be planning your study abroad adventure! Overseas opportunities include summer, semester, and year programs abroad, internships and work/volunteer programs. WVU has sister exchange programs with Australia, Austria, Denmark, Germany, France, Japan, Mexico, England, Morocco, Northern Ireland, South Africa, and Spain. WVU is also a member of the International Student Exchange Program (ISEP). ISEP enables you to pay WVU tuition and housing fees to study in over one hundred sites around the world. Academic credit and financial aid are applicable for most programs. Questions? For more information about these and other opportunities, contact the study abroad adviser in 139 Stansbury Hall.

Studying

This is an activity in which you should engage daily. Some say a good rule of thumb is to study about two hours for every one hour lecture. The Surgeon General has determined that WVU students who do not study will not be WVU students for long. Accordingly, he has also announced that there have been no reported fatalities due to reading history, literature, or geology texts. Remember, you heard it here! If studying is difficult for you or if you want to learn to study more efficiently, visit the Learning Center nearest you.

Summer Transition Entry Program (STEP)
(304)293-4997

Web site: **http://www.wvu.edu/~retent**

team initiative designed to improve some students' academic success during their all-important first year in college. Students in the program are referred to STEP during the admissions process. Those students who agree to join the program participate in a residential summer session before the beginning of their first year, and during that first year they regularly meet with a team of advisers who track the students' academic progress. The STEP office is located in 103 Student Services Center, next to the Mountainlair. For more information, contact Elizabeth Y. Doane.

Syllabus

1. A summary containing the main topics of a speech, book, or course of study.
2. All your courses must have one so make sure you get one for each class. It's a handy guide to reading assignments, test times, attendance policies, and a good outline for studying. Read it carefully and keep it where you can find it when you need it.

T

Telephone (on-campus)

A modern convenience available in each residence hall room and in student apartments. They come in a variety of shapes and colors (we liked the sleek gray executive phone) and can be borrowed or purchased. Free voice mail is available to all students in the residence halls.

Telephone exchanges/procedures for the university campus are quite easy to follow. On a University phone (located in the halls, Lair, campus, and office buildings), you can reach any on-campus number by dialing *3* plus the last four digits. If you forget and dial the *293* you will get a loud, irritating tone. Off-campus numbers can be reached by dialing *9*, then the complete number.

In the halls, local calls are free. You do, however, have to pay for the "phone home" calls. To make long-distance calls, you will need a personal security code (PSC). Additional WVU residence hall dialing instructions and information can be found in the *Eyes & 'Eers.*

Theatre & Dance

(304)293-2020

Web site: **http://www.wvu.edu/~ccarts**

The Division of Theatre and Dance, part of the College of Creative Arts, produces six productions that include drama, opera, and dance in its regular season. Five to six workshops are also produced.

Professional-quality presentations showcase the work of students in acting, design, puppetry, play-writing, and dance.

Performances are staged in the intimate Studio Theatre, the large Concert Theatre, or the tiny Classroom Theatre. Student previews are held for most shows.

See Box Office, Movies, Performing Arts, and WVU Arts & Entertainment.

Theses and Dissertations, Electronic

(304)293-7173

Web site: **http://www.wvu.edu/~thesis/**

All dissertations, written in partial fulfillment of the requirements for any doctorate degree conferred by the University, and all theses, written in partial fulfillment of the requirements of any masters degree conferred by the University, must ordinarily be filed electronically with the WVU Library system according to its procedures for such filing. Exceptions to filing electronically must be approved by the Office of the Provost. Copyright to electronic theses and dissertations is subject to the appropriate provisioins of the WVU Copyright Policy.

Tickets

1. Those nasty yellow slips that magically appear under windshield wipers. Yes, you have to pay them. If you neglect to fork over the bucks you cannot register, obtain transcripts, or receive your diploma. It's not a pretty picture!
2. For information on more fun tickets (athletic, cultural, etc.) see Box Office.

Towers Complex

See Evansdale Residential Complex.

Trademarks

(304)293-7132

Don't you just love that "Flying WV?" There are more reasons to love it than you may think. Sure, it represents the rich tradition and goodwill of a proud institution. What you may not know is that the commercial use of the "Flying WV" and all of the other West Virginia University trademarks yield royalties that help fund scholarships for WVU students. In fact, since the inception of the trademark licensing program in the early 1980s, millions of dollars in royalties have been generated.

West Virginia University owns and licenses the following trademarks:

1. The words "West Virginia University"
2. The words "West Virginia Mountaineers"
3. The letters "WVU"
4. The "Flying WV"
5. The athletic script "West Virginia"
6. The West Virginia University Seal
7. The buckskin-clad Mountaineer with musket
8. The interlocking "WV" of WVU baseball
9. Any combination of the above

These trademarks are protected by law from unauthorized use. If you want more information on the use of the West Virginia University trademarks, contact Trademark Licensing Services.

Traditions

Like most institutions that have been around for several years, WVU is enriched by many traditions. To name a few:

– Homecoming Week
– Mountaineer Week
– Link Day (when honor society members are initiated)
– Summer Orientation
– Pitt-WVU Rivalry
– Weekend of Honors
– Convocation
– Festival of Ideas
– Parents' Weekend
– FallFest
– Graduation

Transcript

(304)293-2124 Ext. 1530

An official document that outlines your courses and grades. To get one you need to go to Admissions and Records and fill out a form (or send a letter requesting the transcript). It will take forty-eight hours from when you fill out the form to when you get an official copy in your hand and it will cost $5. Priority transcript (thirty minutes) service is available during certain times at Admissions & Records for $8 per copy. A student signature is required. No phone requests are accepted.

Transferring

Transfer to WVU

1. A good decision.
2. Transfer students are students who have successfully completed any college-level work after graduation from high school. Transfer students must have a 2.00 or better grade point average and in some cases higher. See the undergraduate catalog for individual program requirements.

Transfer from WVU

1. To transfer credit you will need a transcript and probably an undergraduate catalog.
2. Catalogs from other schools – none as wonderful as WVU — are available in the reference room of Wise Library on the downtown campus.
3. For more information, write to the director of admissions at the institutions to which you wish to transfer.
4. Contact Student Life at (304)293-5611 for an exit interview.

Transient Student

(304)293-2124 Ext. 1555

If you want to take a course for credit at another school, you have to get written approval in advance from your adviser, the dean of your school or college, and Admissions and Records. In addition, you must have at least a 2.0 GPA. Check with Admissions and Records for more information.

Transportation

WVU Buses – (304)293-5627
Mountainline Buses – (304)291-7467
ACT Bus – (304)293-7278
TAXI – (304)292-3336 or 7441

This depends on where you want to go. The PRT will take you to each campus, as well as downtown (see PRT). WVU buses can take you from campus to campus when the PRT isn't running or from the Coliseum to the Engineering PRT station. WVU bus hours are as follows:

Monday through Friday:

Buses depart from the Coliseum Blue Gate for the Engineering PRT station every ten minutes Monday through Friday from 7:30 a.m. – 5:00 p.m., and every fifteen minutes from 5:00 p.m. – 10:00 p.m. Buses depart from the Mountainlair for the Evansdale campus and the Health Sciences Center Monday through Friday, every half hour from 10:30 p.m. until 1:00 a.m., except Friday nights, when the buses run until 2:00 a.m.

Weekend Schedule:

Saturday – Buses depart the Mountainlair for Evansdale and the Health Sciences Center on Saturday evenings every forty-five minutes from 5:00 p.m. until 2:00 a.m.
Sunday – Buses depart the Mountainlair for Evansdale and the Health Sciences Center every forty-five minutes from 9:30 a.m. until 1:15 a.m.

There is no PRT or intercampus service on university holidays unless otherwise announced.

For information on Mountainline bus schedules call (304)291-7467. For information on the ACT bus (accessible transportation for students with mobility impairments) call (304)293-7278. For local cab rates call (304)292-3336 or 7441. Mountainline bus schedules are listed in the university directory.

Trespassing

Individuals who are authorized to have access to a residence hall or a university facility may be asked to leave if they are causing a disturbance or interfering with its peaceful and orderly operation. Persons not authorized to have access to a residence hall or a university facility may be asked to leave even though their presence is not causing a disturbance or interference.

Tuition/Fees (per term)

*Subject to change.

Resident Undergraduate	$1,284.00
Resident Graduate	$1,365.00
Non-Resident Undergraduate	$3,966.00
Non-Resident Graduate	$4,094.00

Some students must pay additional fees based on major or course selection.

Tutoring

A great idea! If you need a tutor or want to be a tutor – at one time or another many students do – you have several options:

1. Call the WVU Tutoring Hot Line, phone (304)293-2316.
2. Math tutoring – in the math lab in 300 Armstrong Hall, phone (304)293-7273.
3. English (writing) in the writing lab at Stansbury Hall, phone (304)293-4460.
4. Psychology 1 Resource Lab.
5. Talk to your professor; he or she may be able to recommend someone.
6. If all else fails, check the bulletin boards in classroom buildings and the Lair.

Remember, don't wait until the last minute.

U

U-92 (WWVU-FM)

See Radio Station.

Undecided Major

See General Studies.

Undergraduate Academic Services Center

(304)293-5805

A busy, happening place filled with exciting, supportive people. Located in the Student Services Center next
al studies, pre-biology, pre-business and economics, pre-BFL (dual degree program in business and foreign languages), pre-chemistry, pre-communication studies, pre-English, pre-foreign languages, pre-geology, pre-history, pre-interdepartmental majors (including pre-liberal arts), pre-journalism, pre-math, pre-medical technology, pre-nursing, pre-occupational therapy, pre-pharmacy,

pre-physical therapy, pre-political science, pre-psychology, and pre-sociology and anthropology. "Special" students are also advised here.

See Advising.

University Arts Series

See WVU Arts & Entertainment.

Ultramontane

A term you will be tested on during your sophomore year – means of or pertaining to people or regions lying beyond the mountains.

Upperclassman

Although this is a sexist term (the inclusive term would be upperclassperson or student), it is what all freshmen aspire to be. This breed of student distinguishes itself from underclassmen in the following ways:

1. Usually their parents send them less money and expect them to work part-time.
2. Sometimes they have a car.
3. By now their parents have stopped sending them chocolate chip cookies.
4. Hopefully they've learned the ill effects of all-nighters.
5. They are beginning to acquire gray suits with a faint pinstripe, funny looking ties, and uncomfortable pumps (usually only the women).

V

Volunteering

See Service Learning and Student Organizations.

Voting

No matter where you live, you are affected by the local and state laws, levies, and policies. Therefore, all residents should make it a point to vote. Although most students attend college at WVU for only four years or so, it's just as important for them to do the same. After all, students are affected by Morgantown's housing and vehicular regulations and environmental issues, as well as state legislative tax and tuition increases! So make it a point to register, be aware, and vote! Feel the Power: Register to Vote!

Public Elections:

To vote in Monongalia County (and for state and federal elections) you must be at least eighteen years of age, or eighteen by the next general election in order to vote in the primary election. (Those students receiving Pennsylvania education grants should not register in West Virginia.) You may register in the Monongalia County Clerk's Office in room 109 of the Monongalia County Courthouse on High Street. Hours are Monday, 9 a.m. to 7 p.m.; Tuesday through Friday, 9 a.m. to 5 p.m. (304-291-7238).

A postcard voter registration service is available at the ID office in the Mountainlair (304-293-7122).

WVU Student Administration (304-293-3813) conducts a Voter Registration Week on campus each spring prior to the general election, if you wish to register then.

University Elections:

To vote in WVU Student Administration elections, you must be a registered student and ID must be presented at the polls. Elections are held each fall to elect a Homecoming King and Queen and each spring to elect Student Administration officials.

See Student Administration.

W

Weekend of Honors

(304)293-7132

Make plans to invite your family to campus this spring for the annual Weekend of Honors, scheduled for April 14-15, 2000. Activities designed to provide a behind-the-scenes look at the university through open houses, lectures, performances, and special tours will be available for families to share in the excitement of college life. In addition, outstanding achievements of students, faculty, staff, and alumni will be recognized and honored during various campus awards ceremonies.

West Virginia University

Web site: **http://www.wvu.edu/**

You'll learn lots of facts at WVU, and here are a few that you don't want to leave home without. They may come in handy in a game of university trivia some day.

Famous Grads: Star Trek composer Jay Chattaway, TV actor David Selby, MIT President Charles Vest, All-American pro basketball star Jerry West, and Associated Press Special Correspondent George Esper, Actor Don "Barney Fife" Knotts.

Date Established: 1867

Type of Institution: Research land-grant university, established under the Morrill Act of 1862.

Major Functions: Teaching, research, service, and off-campus education.

Accreditations: WVU academic programs are accredited by the North Central Association and by over fifty additional specialized accrediting bodies.

Plant: Downtown, Evansdale, and the Robert C. Byrd Health Sciences Center campuses have 158 buildings on 673 acres, valued at $872 million; six experimental farms and six forests throughout the state; a conference center at Jackson's Mill; a geological training center at Camp Wood, and a satellite medical center at Charleston.

Withdrawing from WVU
(304)293-5611

See Student Life.

Women's Studies, Center for
(304)293-2339

Web site: **http://www.as.wvu.edu/wmst/**

Want to learn more about the "F-word" for the 90s — *Feminism*? The Center for Women's Studies coordinates a wide variety of courses on women and gender. Courses include *Women and Health, History of American Women, Women and Men in Society, Gender and Communication*, and *Sexuality in American Culture*. You can earn a Minor in Women's Studies or just take courses that fulfill cluster and foreign culture/minority studies/gender studies requirements. The Center houses a resource library and sponsors speakers and events which address women's issues. Scholarships for returning women students are available through the Center. Students are invited to visit the Center in 218 Eiesland Hall for more information about courses and programs in women's studies.

Woodburn Circle

The grassy area surrounded by Woodburn, Martin, and Chitwood Halls on the downtown campus. These are the oldest buildings on campus.

Work-Study
(304)293-5842

See Financial Aid.

World Wide Web

Web site: **http://www.wvu.edu**

WVU, through its campus network and dial-in facilities at WVNET, provides students, staff, and faculty with access to the World Wide Web. The Web contains documents, images, and files all interconnected through links pointing to related information. It serves as a massive, global information resource for members of the WVU community. West Virginia University occupies a place on the World Wide Web with its own homepage. This homepage contains useful and up-to-date information about West Virginia University, its programs, and its services. WVU can be visited on the World Wide Web by pointing any Web browser to **Http://www.wvu.edu**.

Writing Center
(304)293-3107 Ext. 410

The Writing Center offers free tutorials in writing skills, by appointment, for all students. Located in 240 Stansbury Hall, it is open Monday through Friday from 8 a.m. to 4 p.m.

WVU Arts & Entertainment

Web site: **http://www.events.wvu.edu**

Location: Mountainlair, second floor
Phone: (304)293-4406

WVU Arts & Entertainment, a division of Student Affairs, produces a variety of arts and entertainment programs and performances, including concerts, comedy clubs, films, lectures and performing arts events. The Arts & Entertainment Board (AEB) is a student board organized into four teams: booking, marketing, ticketing and operations. If you're interested in being an AEB member, watch for application information during the month of April.

For event information, call the Box Office at (304) 293-SHOW (7469). For Gluck Theatre movie information, call the Movie Hotline at (304) 293-TIXX (8499). To purchase event tickets, call Ticketmaster at (304) 292-0220 or visit the Mountainlair or Creative Arts Center Box Office or DeVincent's on High Street or Giant Eagle in the Mountaineer Mall.

CONCERTS: Imagine an entire evening of your favorite music – live!! WVU Arts & Entertainment does more than just imagine. Featured artists have included Whitney Houston, R.E.M., Tina Turner, Alan Jackson, Melissa Etheridge, Tribe Called Quest, Billy Joel, Gloria Estefan, Amy Grant, 311, Sugar Ray, Tim McGraw, LeAnn Rimes, Reba McEntire, Indigo Girls, EPMD, and, well, the list goes on and on!

FILMS: What's your favorite? Romances? Westerns? Musicals? Action/Adventure? Science-fiction? You can see it in the comfortable Mountainlair Gluck Theatre where the movies are shown every night but Monday and at the best price in town! Some movies are $2.00 for full-time students and others are FREE! Beat that!

LECTURES: Lectures at WVU strive to create a campus awareness of current ideas and issues. Lectures have featured topics such as "Europe on 84 Cents a Day" and issues such as abortion, drugs, and civil rights. Recent speakers have included Allison Stewart, Robert Hastings, Zev Kedem, and Maki Manela. WVU Arts & Entertainment students produce Festival of Ideas. This series of speakers, designed to provide out-of-class intellectual enrichment, takes place early in the spring term. Past Festival of Ideas speakers have included Greg Louganis, Jackie Joyner-Kersee, James Carville, Mary Matalin, Kareem Abdul-Jabbar, F. W. de Klerk, MTV Loveline Hosts Dr. Drew Pinsky and Adam Carolla, and Spike Lee.

SPECIAL EVENTS SERIES: What more is there to do at WVU? Well, there's the week-long WVU homecoming, featuring concerts, games, and north-central West Virginia's largest parade. Then, of course, there's the Woodburn Hall Holiday Lighting Ceremony and the Fiddle Contest (which is part of the traditional Mountaineer Week).

UNIVERSITY ARTS SERIES: The arts series features nationally touring, professional performances in music, dance, and theatre. From New York, Chicago, Pittsburgh, and Moscow they travel! They perform such fantastic shows as *42nd Street, Grease*, and *Tommy*. Roberta Flack, Gordon Lightfoot, and the Martha Graham Dance Company have all performed as part of the University Arts Series.

WVUp All Night!

Thursday-Friday-Saturday Late Night

WVUp All Night! is a program designed to provide safe, fun, FREE, alternative weekend activities for WVU students. All activities are held in the Mountainlair, which is transformed into a distinctly different atmosphere from the one students are accustomed to during the daytime. The variety of late-night activities includes movies, comedy clubs, contests, and dances.

WWVU-FM (U-92)

(304)293-3329

See Radio Station.

X

Marks the spot. If you see this letter before four numbers it stands for the prefix for all university telephone numbers. *X* means 293.

Xerography

A technical term for copying. Coin-operated copy machines are located at the Evansdale Residential Complex main lobby, Stalnaker, Dadisman, and Arnold Halls, the Mountainlair, Wise Library, Evansdale library, the Law library, the Health Sciences Center library, Allen Hall, Business and Economics, and at several businesses downtown.

Z

Zip Code

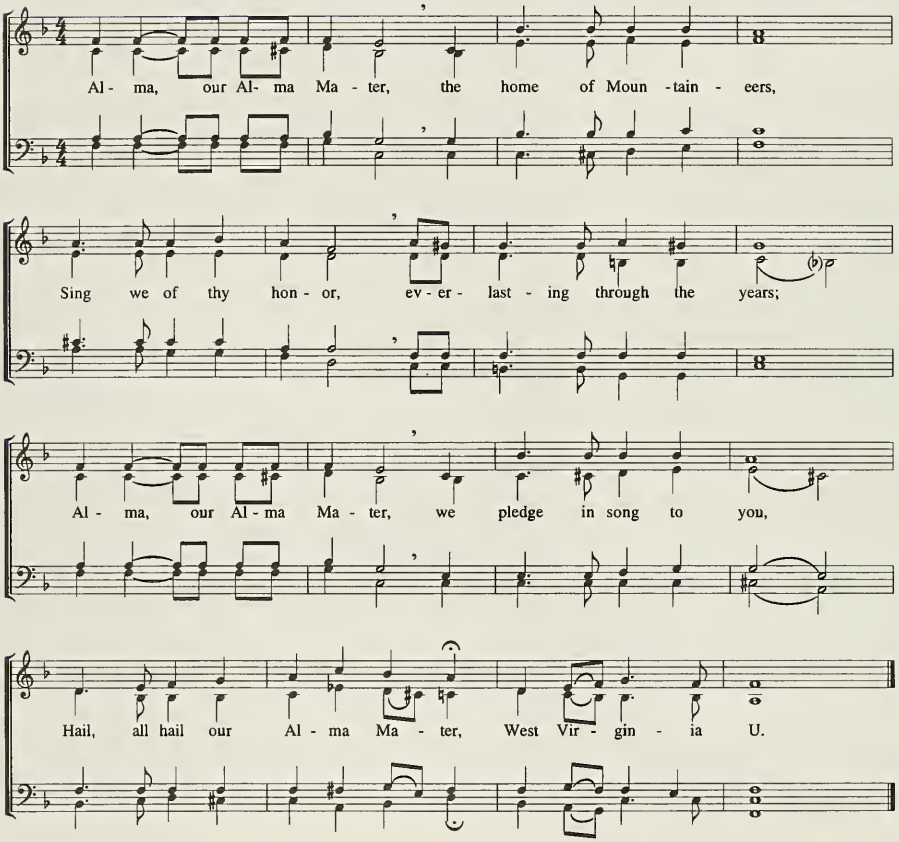
For West Virginia University:	26506
For Morgantown, WV:	26505
For Nome, Alaska:	99762

For all others, check with the post office!

University Songs

WEST VIRGINIA UNIVERSITY

- ALMA MATER -

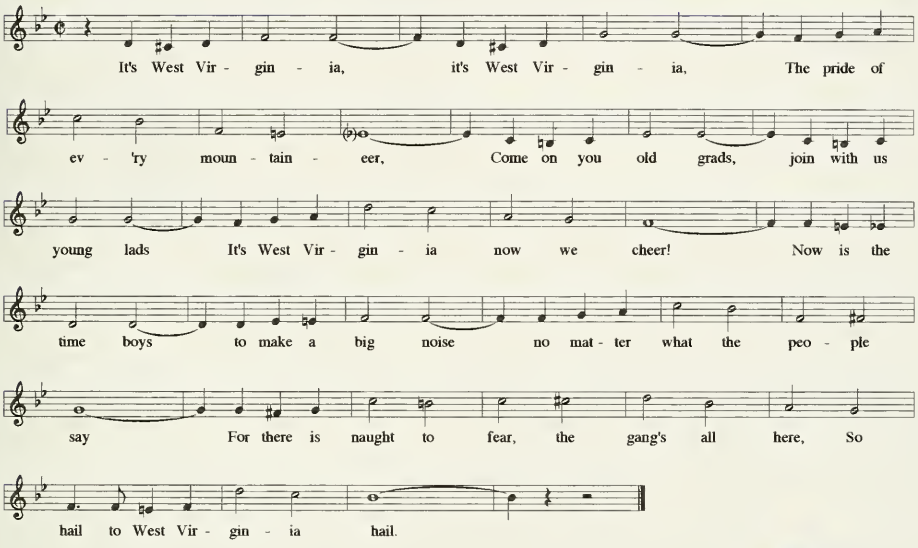
Louis Corson
arr. Don Wilcox (1989)

Al - ma, our Al- ma Ma - ter, the home of Moun - tain - eers,
Sing we of thy hon - or, ev - er - last - ing through the years;
Al - ma, our Al - ma Ma - ter, we pledge in song to you,
Hail, all hail our Al - ma Ma - ter, West Vir - gin - ia U.

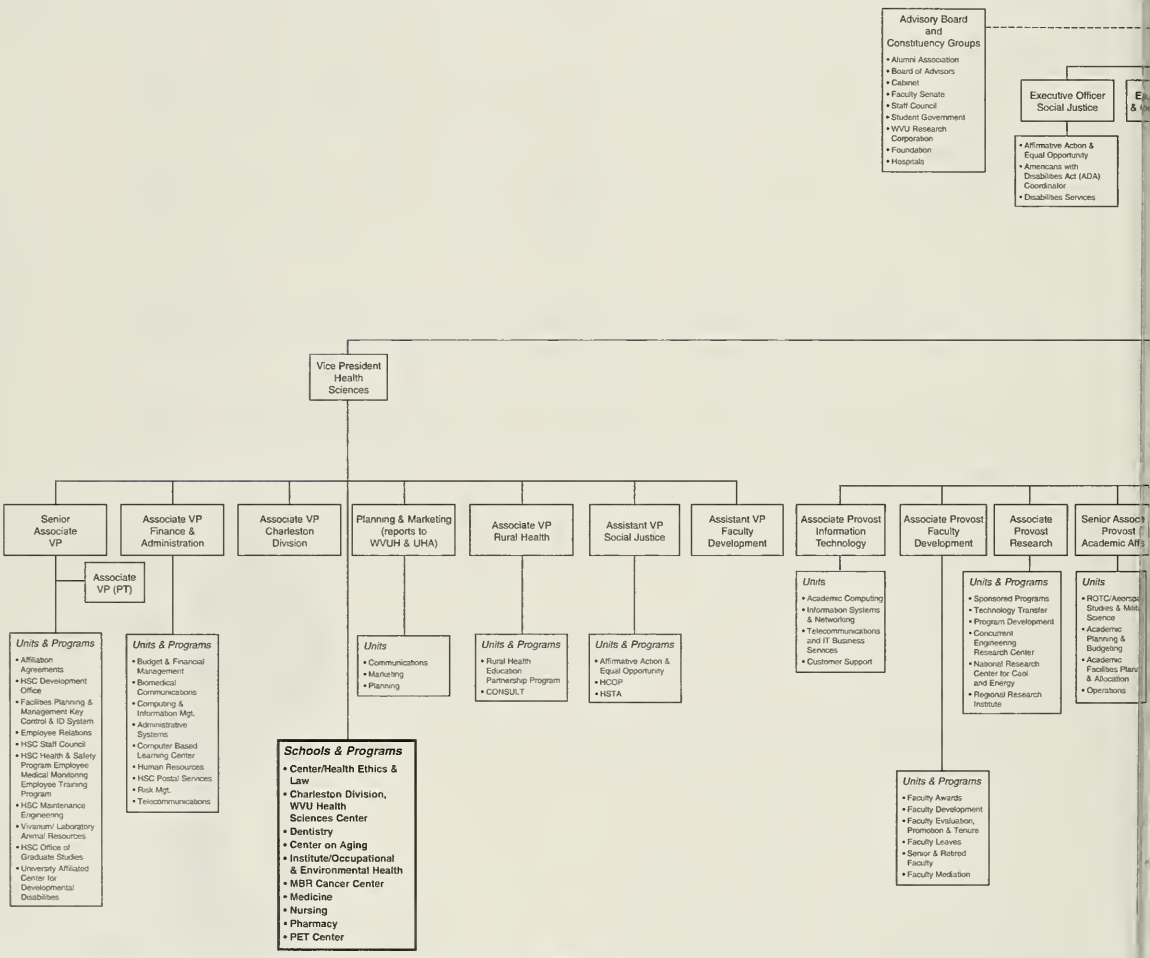
University Songs

HAIL WEST VIRGINIA

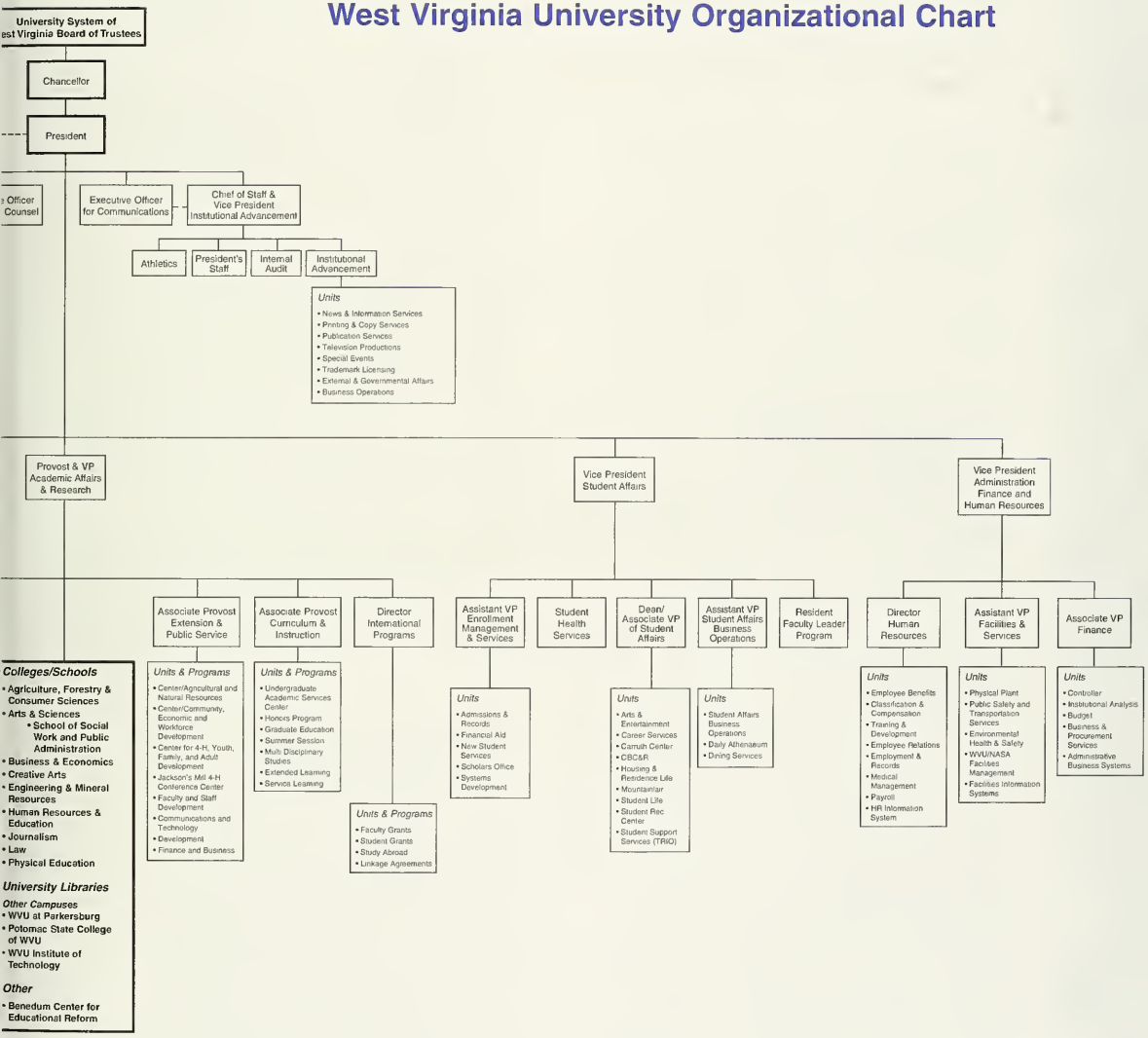
(Official Song of West Virginia University)

Words by Fred B. Deem

Music by
Earl Miller and Ed McWhorter

It's West Vir - gin - ia, it's West Vir - gin - ia, The pride of
ev - 'ry moun - tain - eer, Come on you old grads, join with us
young lads It's West Vir - gin - ia now we cheer! Now is the
time boys to make a big noise no mat - ter what the peo - ple
say For there is naught to fear, the gang's all here, So
hail to West Vir - gin - ia hail.

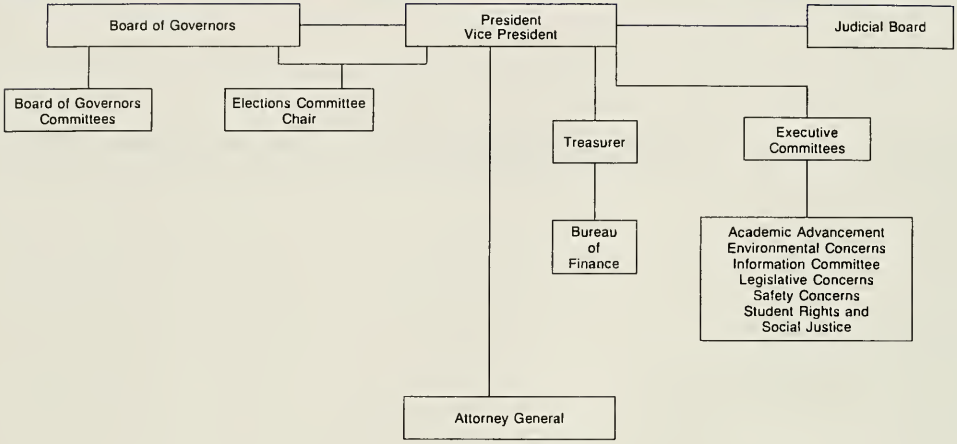

Advisory Board and Constituency Groups
• Alumni Association
• Board of Advisors
• Cabinet
• Faculty Senate
• Staff Council
• Student Government
• WVU Research Corporation
• Foundation
• Hospitals
Executive Officer Social Justice
• Affirmative Action & Equal Opportunity
• Americans with Disabilities Act (ADA) Coordinator
• Disabilities Services
Vice President Health Sciences
Senior Associate VP
Associate VP (PT)
Units & Programs
• Affiliation Agreements
• HSC Development Office
• Facilities Planning & Management Key Control & ID System
• Employee Relations
• HSC Staff Council
• HSC Health & Safety Program Employee Medical Monitoring Employee Training Program
• HSC Maintenance Engineering
• Vivarium/ Laboratory Animal Resources
• HSC Office of Graduate Studies
• University Affiliated Center for Developmental Disabilities
Associate VP Finance & Administration
Units & Programs
• Budget & Financial Management
• Biomedical Communications
• Computing & Information Mgt.
• Administrative Systems
• Computer Based Learning Center
• Human Resources
• HSC Postal Services
• Risk Mgt.
• Telecommunications
Associate VP Charleston Division
Schools & Programs
• Center/Health Ethics & Law
• Charleston Division, WVU Health Sciences Center
• Dentistry
• Center on Aging
• Institute/Occupational & Environmental Health
• MBR Cancer Center
• Medicine
• Nursing
• Pharmacy
• PET Center
Planning & Marketing (reports to WVUH & UHA)
Units
• Communications
• Marketing
• Planning
Associate VP Rural Health
Units & Programs
• Rural Health Education Partnership Program
• CONSULT
Assistant VP Social Justice
Units & Programs
• Affirmative Action & Equal Opportunity
• HCOP
• HSTA
Assistant VP Faculty Development
Associate Provost Information Technology
Units
• Academic Computing
• Information Systems & Networking
• Telecommunications and IT Business Services
• Customer Support
Associate Provost Faculty Development
Units & Programs
• Faculty Awards
• Faculty Development
• Faculty Evaluation, Promotion & Tenure
• Faculty Leaves
• Senior & Retired Faculty
• Faculty Mediation
Associate Provost Research
Units & Programs
• Sponsored Programs
• Technology Transfer
• Program Development
• Concurrent Engineering Research Center
• National Research Center for Coal and Energy
• Regional Research Institute
Senior Associate Provost Academic Affairs
Units
• ROTC/Aerospace Studies & Military Science
• Academic Planning & Budgeting
• Academic Facilities Planning & Allocation
• Operations

West Virginia University Organizational Chart



Appendix A

Student Administration



Appendix A

West Virginia University
Code of Student Rights and Responsibilities
Effective January 1983 Revised November 1987

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SECTION 1. INTRODUCTION

1.1 Rationale for the University Student Conduct Code

West Virginia University expects that every member of its academic community share its historic and traditional commitment to honesty, integrity, and the search for truth. In addition, West Virginia University is concerned with the living and learning environment of all its students. It is expected that each person will grow to have greater respect for self, others, and property.

It is further expected that every member of the academic community will respect the democratic process, a society based on law, and the basic tenets on which our country was founded. All students at West Virginia University are citizens of the larger community, and as such are free to exercise their fundamental and constitutional rights. Rights and responsibilities under local, state, and national law are neither abridged nor extended because of student status, and each student must be mindful of his/her responsibility in this regard.

The university will not request special consideration for students charged with violations of a city, county, or state law on the basis of their status as students, nor will prosecution by federal, state, or local authorities necessarily preclude disciplinary action by the university.

Students charged with violations of the conduct code and/or other college policies will be provided substantive and procedural due process and the right of appeal. Their right to be treated with respect and dignity will be protected.

When a student is charged with a specific violation, the university will employ procedures for determining if the charge is fair and accurate. This document enumerates and explains specific procedures used in determining the fairness and accuracy of such charges and the sanctions which might be imposed if the charges are found to be true.

Opportunities for participation in the process and equality of treatment are afforded all students, irrespective of race, religion, age, sex, handicap, or national origin. To ensure this, state and federal regulations and the guidelines and requirements of Title VI of the Civil Rights Act and Title IX of the Higher Education Act of 1972 are followed.

The mission of West Virginia University is to educate its members and prepare them for responsible and full participation in society. In implementing this Code, the university is not seeking to be punitive or adversarial. The collegiate nature of the educational mission requires that all members of the college community unite to administer and support this Code and to suggest change and improvement as necessary.

1.2 The Office of Judicial Programs

The Office of Judicial Programs, located in E. Moore Hall, is staffed by a member of the Office of Student Life and is available to assist any student, student organization, staff member, faculty member, or administrator in understanding and applying the West Virginia University Code of Student Rights and Responsibilities. The staff member therein will:

1. Advise any segment or individual within the university wishing to bring charges against one or more students;
2. Advise any student against whom charges have been brought of substantive rights, due process rights, and procedures forthcoming, including the right of appeal;
3. Advise the chairperson of the appropriate review board and assist the chairperson and members of the committee in setting up the hearing, being certain that all conditions of the Board of Trustees and West Virginia University for such procedures are met;
4. Prepare all papers necessary for the hearing and resultant from the hearing for appropriate dispensation and signature;
5. Assist in the appointment of the various hearing bodies and offer training opportunities for all members, both student and faculty;
6. Sit in on hearing and have administrative responsibility for maintaining all confidential files, tapes, and documents which result.

All information that comes to this office shall be held in strictest confidence as required by the Board of Trustees and the Family Educational Rights and Privacy Act, 1974 (Buckley Amendment), and all records will be filed in the Office of Judicial Programs.

1.3 Authority

These student rights and responsibilities are promulgated by West Virginia University in accordance with the University of West Virginia Board of Trustees and pursuant to Chapter 18, Article 26 of West Virginia Code of 1931 as amended and University of West Virginia Board of Trustees Policy Bulletins 57 and 60.

The Board of Trustees delegates authority for the administration of West Virginia University to the President, who may delegate this responsibility and authority to other members of the administration, faculty, student body, or staff of the university.

1.4 Definitions

1. *Board of Trustees* – The University of West Virginia Board of Trustees is the governing body for the University of West Virginia system. The Board controls, supervises, and manages the financial, business, and educational policies and affairs of the state colleges and universities, makes studies and recommendations regarding higher education in the state of West Virginia, and allocates among the state colleges and universities specific functions and responsibilities.
2. *Institution or Institutions* – Any or all of the institutions of higher education, the state colleges and universities, or any branch or division thereof, over which the Board of Trustees shall have authority, responsibility, or control.
3. *University* – West Virginia University.
4. *President* – The chief executive officer of the university, whatever the title, whether responsible directly to the Board of Trustees or through some other officer to the Board of Trustees, and shall include all those acting for or on behalf of such chief executive officer, at or by his/her direction, or at or by the direction of the Board of Trustees.
5. *Code* – West Virginia University Code of Student Rights and Responsibilities.
6. *Property* – Any property, whether owned, rented, or otherwise held or used by the Board of Trustees or by the university.
7. *Activity* – All or any operations conducted, sponsored, promoted, operated, or otherwise engaged in by the university, including, but not limited to, classroom and course activities, recreational and cultural programs, maintenance or building programs, committee or other business activity, registration, advising, teaching, admissions, placement, disciplinary or routine office activity, research or service.
8. *Facility* – Any and all property of the university used or usable in any activity.
9. *Campus* – All the property and facilities of the university serving as the *locus in quo* of any activity.
10. *Dean* – The chief academic officer of a college, school, or, when appropriate for the purpose of the document, the director of the University Advising Center, or the chief student personnel officer of the Office of Student Life.
11. *Faculty* – Those employees of the Board of Trustees as defined in Policy Bulletin 36.
12. *Staff* – Those employees of the Board of Trustees who are assigned to any duties at the university and who are not members of the faculty.
13. *Student* – Any person who has been admitted to the university to pursue a course of study, research, or service, who is currently engaged in a university-sponsored activity, and who has some right or privilege to be on the campus or in the facilities of the university, or to use the same, in connection with study, research, or service, or

who yet has some right or privilege to receive some benefit or recognition or certification from the university, under the rules, regulations, or policies of the Board of Trustees or the West Virginia University Code of Student Rights and Responsibilities. However, the approved employees' grievance procedures shall apply in all work-related matters involving students employed by the Board of Trustees. Where appropriate within the context of this Code, the same rights and responsibilities shall adhere to student organizations at West Virginia University.

14. *Designated University Official* – Any person employed by the university and authorized by the university to act in a prescribed manner in accordance with the Board of Trustees' Policies, Rules, and Regulations.
15. *Member of the University Committee* – Any administrator, faculty member, staff member, employee, student, or recognized student organization of or at the university, a member of the University Board of Advisors, as well as any person or organization authorized to participate in university activity at the time applicable.
16. *Recognized Student Organizations* – Those organizations that have been approved by the Student Organization Committee. Annual review and update of organizations and information is required.
17. *Review/Judicial Board* – A body constituted at the college, department, or division level as a body of primary jurisdiction to hear charges, evidence, and defenses and to decide the extent of responsibility of the student charged, with the primary goal of resolving cases at the most basic level.
18. *University Committee on Student Rights and Responsibilities* — A body composed of students and faculty selected on a university-wide basis to administer this Code and from which a small group will be assigned, on a rotating basis as a panel, to hear and decide cases of breach of the Code of Conduct. Cases will come to this committee on both the original and appellate basis.
19. *Hearing Panel* – Composed of those selected members of the University Committee on Student Rights and Responsibilities selected to sit on a specific case and render a decision on behalf of the committee.

1.5 University Committee on Student Rights and Responsibilities and Review/Judicial Board

The University Committee on Student Rights and Responsibilities may have original or appellate jurisdiction of cases involving the alleged violation of the university's student conduct code. Review/judicial boards may be established at the college, department, and division levels for the purpose of helping the dean or director resolve cases within the academic/nonacademic unit. The jurisdiction and authority of the review and judicial boards and University Committee on Student Rights and Responsibilities shall be, in cases of disciplinary action or academic sanctions against students or alleged academic dishonesty:

a. To convene the hearing panel from its membership;
b. To summon the accused and witnesses and to hear evidence;
c. To make findings of fact from the evidence presented;
d. To determine the sanctions, if any, to be applied;
e. To refer a case to a lesser body, where appropriate.

1.5.1. Composition of University Committee on Student Rights and Responsibilities and Hearing Panels

The University Committee on Student Rights and Responsibilities shall be composed of twenty-three members:
–One faculty chairperson
–Eleven additional faculty members
–Eleven students

The twelve faculty members shall be elected by the University Senate for a term of three years. The election will be held annually so that terms of four members will expire each year. The University Senate will designate a chairperson and chairperson nominee. Eleven students (five of whom will be graduate or professional) will be nominated by the President of the Student Administration and approved by the Student Board of Governors in the spring of each year to serve a one-year term, from June to June.

From the University Committee on Student Rights and Responsibilities, a panel of a minimum of three persons, but always an odd number, will hear each case sent before the committee. Membership on the panel shall consist of a faculty majority and at least one student. Prior to the hearing, students appearing before the panel will have an opportunity to review a list of the panel members with the Office of Judicial Programs to assure an unbiased panel. Each party will be given an opportunity to strike a maximum of two members from the University Committee on Student Rights and Responsibilities. In all cases, the decision of a majority of the committee or panel shall be the decision of the committee.

1.5.2. Composition of Review/Judicial Boards

Composition of the review/judicial boards shall be determined by the academic/non-academic unit, except where otherwise specified by the code. In all cases involving a hearing, the review/judicial boards shall be composed of at least three persons, but always an odd number.

1.5.3. In all hearings before the University Committee on Student Rights and Responsibilities and review/judicial boards, all findings of fact and action shall be based on **clear and convincing evidence**.

1.6 No Reprisals

No reprisals of any kind shall be taken by any member of the university community against any individual who asserts his/her rights.

1.7 If the allegations of offenses are not substantiated, all reasonable steps shall be taken to protect the reputation of the accused. Moreover, if the complainant is found to have been intentionally or maliciously dishonest or frivolous in making the allegations, the complainant shall be subject to appropriate disciplinary action.

1.8 Closed Hearings

All hearings will be closed to the press and public unless specifically requested by the student or students in writing to the chairperson of the committee that such hearings be open.

1.9 Amendments

Changes to this Code may be made in either of the following ways:

1. By action of the University of West Virginia Board of Trustees;
2. Any member of the university community may submit in writing to the Office of Judicial Programs, located in E. Moore Hall, proposals for amendments, along with supporting documents or comments. Once received in this office, the proposals will be disseminated among the committees and officers responsible for administration of the Code for discussion, adoption, modification, or rejection. Persons submitting proposals for change will be notified in writing of the ultimate disposition of the proposed amendment. All amendments to this Code must have approval of the University Faculty Senate.

Amendments, if adopted in the original or modified form, will become effective with the next scheduled publication of the Code, unless the notification is of a major or emergency nature justifying immediate adoption, in which case the changes will be communicated to the student body through the student newspaper and other appropriate means.

SECTION 2 DISCIPLINARY RIGHTS AND RESPONSIBILITIES

2.1 Policies Regarding Disciplinary Rights and Responsibilities

The submission of an application for admission to the university represents an optional and voluntary decision on the part of the prospective student to partake of the programs and privileges offered by the university pursuant to the policies, rules, and regulations of the Board of Trustees, the University, and the West Virginia University Code of Student Rights and Responsibilities. The university approval of that application, in turn, represents the extension of a right or privilege to join the university community and to remain a part of it as long as the student fulfills the academic and behavioral expectations that are set forth in the policies, rules, and regulations of the Board of Trustees and the West Virginia University Code of Student Rights and Responsibilities. Among these rights and responsibilities are:

2.1.1. Freedom of Expression and Assembly – The student enjoys the essential freedoms of scholarship and inquiry central to the university. In exercising these freedoms, the student has certain rights and responsibilities, including, but not limited to, the following:

a. The right to have access to campus resources and facilities;
b. The right to espouse causes;
c. The right to inquire, discuss, listen to, and evaluate;
d. The right to listen to any person through the invitation of organizations recognized by the university;
e. The right to have a free and independent student press which adheres to the canons of responsible journalism;
f. The responsibility to respect the rights of others in matters of expression and assembly;
g. The responsibility to abide by policies, rules, and regulations of the Board of Trustees and the West Virginia University Code of Student Rights and Responsibilities and federal, state, and local statutes and ordinances pertaining to the freedom of expression and assembly.

2.1.2. Freedom of Association – Students may organize whatever associations they deem desirable, and are entitled to affiliate with any group or organization for which they meet membership qualifications. University recognition of student organizations, however, shall be limited to those whose purposes comport with the educational mission of the university, and violation of this Code may result in the sanctions otherwise provided for individuals.

2.1.3. Right to Privacy – The student is entitled to the same safeguards of the rights and freedoms of citizenship as are afforded those outside the academic community, including, but not limited to, the following:

a. Respect for the confidentiality of communication in a one-to-one relationship with faculty, administrators, counselors, and other university functionaries;
b. Respect for the student's privacy, including freedom from unreasonable and unauthorized searches of student living quarters;
c. Confidentiality of academic and disciplinary records;
d. Legitimate evaluations made from student records.

2.1.4. Responsibilities of Citizenship – Students and student organizations are expected, as are all citizens, to respect and abide by local ordinances and state and federal statutes, both on and off the campus. As members of the educational community, the student or organization is expected to abide by the West Virginia University Code of Student Rights and Responsibilities, which clarifies those behavioral standards considered essential to its educational mission.

2.1.5. Disciplinary Proceedings – Disciplinary proceedings for students and organizations accused of committing offenses must be consistent with such constitutional provisions guaranteeing due process of law as are applicable to them. In all disciplinary proceedings the student shall be considered innocent until proven guilty of any charge.

2.2 Standards

All students at the university are subject to, and are required to comply with, observe, and obey the following:

1. The laws of the United States;
2. The laws of the State of West Virginia;
3. Local city, county, and municipal ordinances;
4. The policies, rules, and regulations of the Board of Trustees and the West Virginia Code of Student Rights and Responsibilities;
5. The lawful directions and orders of the administrators, faculty, and staff of the university who are charged with the administration of university affairs.

2.3 Sanctions and Prohibited Student Conduct

2.3.1. Expulsion – (Level 4)

A student who is found guilty of any of the following acts shall be subject to the maximum sanction of expulsion, or any lesser sanction authorized by the Board of Trustees and/or the West Virginia University Code of Student Rights and Responsibilities. A student who is expelled may not be considered for admission to another institution in the Board of Trustees system until one year has elapsed after the student has been expelled.

a. Dishonesty, including, but not limited to:
   1. Stealing, forgery, alteration of documents or records, tampering with machines or misappropriation of university or organizational funds;
   2. False statements at a university disciplinary hearing or to university officials conducting an investigation.

b. Disruptive Conduct
   Disruptive picketing, protesting, or demonstrating on university-owned or controlled property or at any place in use for a university-sponsored or supervised function. Such disruptive activity includes but is not limited to:
   1. Unauthorized occupancy of university facilities or buildings;
   2. Interference with the rights of students, faculty, staff, and administration to gain access to any university facility for the purpose of attending classes, going to work, participating in interviews and conferences, or for any other authorized purpose;
   3. Interference with the orderly operations of the university by destruction of property, breach of the peace, physical obstruction, or coercion, or by noise, tumult, or other forms of disturbance;
   4. Deliberate interference with university pedestrian or vehicular traffic;
   5. Disorderly conduct or lewd, indecent, or obscene conduct or expression on university-owned or controlled property or at university-sponsored or supervised functions;
   6. Failure to comply with the direction of university officials, security officers, and other law enforcement officers acting in performance of their duties.

c. Possession of Firearms or Dangerous Weapons
   Possession of firearms or other dangerous weapons on university-owned or controlled property frequented by the public, except in the course of an authorized activity, or possession of weapons in residence halls on university property in violation of residence hall rules, regulations, or policies. Unauthorized possession on university-owned or controlled property of a dangerous article or substance which is a potential weapon, or of any article or substance calculated to injure or discomfort any person.

d. Infliction or Threat of Bodily Harm
   Assault, battery, abuse, or threat to any person, or conduct which threatens or endangers the health, safety, or well-being of other persons on university-owned or controlled property or at a university-sponsored or supervised function.

Appendix A

e. Sexual Offense
Sexual offenses of any form will not be tolerated. Such sexual offenses may be against the person's will or not against the person's will where the victim is incapable of giving consent. Sexual assault may occur against a victim who has willingly or unwillingly taken a controlled or intoxicating substance. If the sexual contact occurs after the victim has become temporarily incapable of appraising or controlling his or her conduct, such contact is sanctionable. A perpetrator who has willingly or unwillingly taken a controlled or intoxicating substance is accountable for his/her behavior.
1. Sexual offenses include but are not limited to:
   a. Sexual intercourse and/or sexual intrusion without the consent of another person;
   b. Sexual assault, acquaintance rape, sodomy, sexual abuse/fondling, statutory rape.
2. Sexual Offense Procedures:
   According to the Higher Education Amendments of 1992, the following guidelines are adhered to in judicial hearings involving sexual offenses:
   a. The accuser and the accused are entitled to the same opportunity to have an adviser present at the hearing. Advisers may consult with the accused or the accuser, whomever they accompany, but may not speak directly without permission of the Chair;
   b. In cases involving the potential for suspension or expulsion, the accused and the accuser may arrange at their own expense for legal counsel to be present in an advisory capacity at the hearing. Such counsel may consult with the accused or the accuser, whomever they accompany, but may not speak directly at the hearing. The Office of Judicial Programs must be notified within forty-eight hours of the hearing if legal counsel is to be present;
   c. Both the accused and the accuser shall be informed of the outcome of such a judicial hearing, including the findings of any sanctions.

*See Appendix H: WVU Policy and Procedures on Sexual Assault.

f. Theft or Unauthorized Possession of Property
Theft, commandeering, or misuse of or to university-owned or controlled property or of or to a member of the university community or any person on university-owned or controlled property. Unauthorized possession of keys to university-owned or controlled property.

g. Destruction of University Property
Malicious destruction, misuse, or damage of or to university-owned or controlled property or of or to a member of the university community or any person on university-owned or controlled property.

h. Unauthorized Use of Emergency or Safety Equipment
Tampering with or unnecessary use of university fire-alarm systems and fire-fighting equipment.

i. False Reporting of Emergency
False reporting of a fire or that a bomb or other explosive has been placed in any university building or elsewhere on university-owned or controlled property.

j. Distribution or Sale of Illegal Drugs
The distribution or sale of any drug which is illegal by municipal, state, or federal law on the campus or in university-owned or supervised property.

k. Hazing
Hazing activities of any form will not be tolerated. Hazing, as defined by the West Virginia Antihazing Law, W. Va. Code Section 18-16-2, means to cause any action or situation which recklessly or intentionally endangers the mental or physical health or safety of another person or causes another person to destroy or remove public or private property for the purpose of initiation, admission into, or affiliation with, or as a condition for continued membership in, any recognized university organization, excluding recreation, intramural, or intercollegiate sports. The term includes, but is not limited to:
1. Any brutality of a physical nature, such as whipping, beating, or branding;
2. Forced consumption of any food, liquor, drug, or other substance;
3. Any forced physical activity which could adversely affect the physical health and safety of an individual or individuals, including any activity which would subject an individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of an individual;
4. Any willful destruction or removal of public or private property.
   The implied or expressed consent or willingness of a person to hazing shall not be a defense under this section.

l. Trespassing
Willfully entering or remaining without lawful purpose in any building, structure, facility, vehicle, or other university or university-related premises or unauthorized presence on university or university-related premises.

m. Misuse of computing and telecommunications resources, including, but not limited to:
1. West Virginia Network for Educational Telecomputing (WVNET);
2. WVU Computing Services Systems, (including hardware, data, and programs);
3. WVU Campus Network;
4. WVU telecommunications and telephone systems;
5. University-owned microcomputers and printers;
6. University-owned software.

Computer or communication equipment, data, or programs owned, leased, or otherwise provided by WVU or the BOT Central Office are for authorized administrative and academic purposes. The Computing and Telecommunications Policies and Procedures are applicable to those using these resources and are available for viewing on the WVUCIS (WVU's Information System). The following are specifically prohibited:
1. Disruption of or interference with the normal use of computers; communications, related equipment, data, or programs of individuals, WVNET, or the university;
2. Unethical, unauthorized, illegal, or other improper use of this equipment, data, or programs;
3. Attempts to breach security in any manner;
4. Use of a computer account or network access for other than the purposes for which assigned;
5. Unauthorized copying or unauthorized use of computer software.

n. Discrimination and/or Harassment
Discrimination and/or harassment will not be tolerated in any form.
1. Discrimination includes but is not limited to discrimination on the basis of race or color, sex, sexual orientation, veteran status, religion, age, disability, national origin, creed, ancestry, or political affiliation;
2. Harassment includes but is not limited to any behavior – physical, verbal, or psychological – which intimidates or victimizes another person, limiting that person's equal opportunity rights, including academic efforts, personal safety, employment, or participation in university-sponsored extracurricular activities. Such harassment may include any violation of an individual's rights through such behavior as racial innuendos and slurs, obscene telephone calls, computer messages, and graffiti.

2.3.2. Suspension – (Level 3)
A student who is found guilty of any of the following acts shall be subject to the maximum sanction of suspension or any lesser sanction authorized by the rules of the West Virginia University Code of Student Rights and Responsibilities. The maximum period of time for a sanction of suspension will be one full academic year.

a. Misuse of University Documents
Forging, transferring, altering, or otherwise misusing any student fee card, identification card, or Vali-Dine card, parking decal, and registration forms.
b. Misuse of University Telephones
Placing long-distance telephone calls by using fictitious and unauthorized billing numbers.
c. Negligent Destruction of University or Personal Property
Failure to exercise care, thereby damaging, defacing, or destroying university property or property of any person while on university premises or university-related premises.
d. Unauthorized Possession or Use of University Property
e. Negligent Infliction or Threat of Bodily Harm, including but not limited to:
1. Failure to exercise care, thereby causing bodily harm to any person while on university property or related university premises;
2. Failure to exercise care, or willfully creating a risk or apprehension of bodily harm to any person on university property or related university premises.
f. Misbehavior at Sports Events, Concerts, and Social/Cultural Events, including but not limited to:
1. Bringing into Mountaineer Field or the Coliseum any banners, flags, bottles, cans, or thermos jugs;
2. Throwing of any article into a crowd or onto a playing field, a court, or a stage.
g. Use of Illegal Drugs
Possession or use of any drug which is illegal by municipal, state, or federal law.

2.3.3. Probation – (Level 2)
A student who is found guilty of any of the acts described below shall be subject to the maximum sanction of probation or any lesser sanction authorized by the rules of the West Virginia University Code of Student Rights and Responsibilities. The period of time for a sanction of probation will be one full academic year.
a. Alcoholic Beverages. (Alcoholic liquor, wine, or nonintoxicating beer.) The legal age in West Virginia for purchasing alcoholic liquor, wine, or nonintoxicating beer is 21. On and after the first day of July 1986, alcoholic liquor, wine, or nonintoxicating beer cannot be purchased by an individual who is less than 21 years of age. Nonintoxicating beer may be consumed in facilities so designated by the university administration. Any student who is disruptive while under the influence of alcoholic liquor, wine, or nonintoxicating beer is considered in violation of university regulations. Possession or use of alcoholic beverages on state property is prohibited. In the event that alcohol or other drugs are involved in the misconduct, the student may be referred to the Student Assistance Program conducted by University Health Service in addition to any other sanction that may be imposed.
b. Placing Banners, Posters, and Stickers on University Property Without Proper Authorization (for information on correct procedures inquire at the Office of Student Activities and Educational Programming).
c. Bringing Dogs or Other Pets onto the Campus
For health and safety reasons, dogs and other pets (except seeing eye dogs accompanying blind persons) are not permitted in university buildings or on university property.
d. Gambling
Gambling by organizations or individuals, including chain letters, raffles, lotteries, and games of chance, is prohibited.
e. Solicitation
The term solicitation is used to describe the sale of products, the taking of orders, or the seeking of funds, services, signatures, or merchandise. Solicitation of any kind is not permitted on university property except by contract with the University of West Virginia Board of Trustees, or as a regular process that is necessary to support an administrative or academic service of West Virginia University. All solicitation activities must be consistent with the educational and operational objectives of the sponsoring department. West Virginia University will audit all solicitation activities. (For additional information, refer to the Solicitation Policy for West Virginia University, which can be obtained through the Office of Student Activities and Educational Programming.)
f. Smoking (Tobacco)
For health and safety reasons, state law prohibits smoking in certain university buildings. Instructors are required to enforce this law in classrooms. Smoking is prohibited in other university facilities where "No Smoking" signs are posted.

2.3.4. Official Warning or Reprimand – (Level 1)
A student who has been found guilty of any offense under these provisions and in the opinion of the Office of Judicial Programs does not merit a more severe sanction may receive an official warning or reprimand. A repetition of the offense or any further violation may result in more severe sanctions. A copy of this letter will be kept in the Office of Judicial Programs and remain active for the specified time stated in the letter.

2.3.5. Repetition of Misconduct
If a student is found guilty of an offense that occurred during the specified term of a previous disciplinary sanction, the student will be subject to the maximum sanction of expulsion or any lesser sanction authorized by this Code. If a student has had a previous sanction of suspension or probation, the term of which has expired, and is subsequently found guilty of conduct proscribed in the Code, that student may be subject to the next higher sanction authorized in the Code.

2.3.6. Restitution
Restitution may be ordered by the appropriate university official or university hearing or conduct committee in connection with, or in lieu of, any sanction which may be imposed in accordance with the rules of West Virginia University for damages to, destruction of, or misappropriation of property.

2.3.7. Failure to Observe Sanction
Failure to observe the terms and conditions of the sanction is a violation of this Code and subjects the student to the next higher sanction.

2.4 Proceedings
Any student, as defined in the West Virginia University Code of Student Rights and Responsibilities, shall be subject to disciplinary action by the university if that person is involved in any of the actions or conduct prohibited by the Board of Trustees Policies, Rules, and Regulations or the University Code, notwithstanding the fact that at the time the student may also be an employee of the Board of Trustees. In taking disciplinary action against a student, as defined herein, the university may act to remove any status of such a person as a student or to withhold, remove, or cancel any benefit, recognition, or certification, including the conferring of a degree, which such a person might yet not have received from the university. The university will collect restitution for damages to, destruction of, or misappropriation of property.

2.4.1. Charges
a. Any member of the university community may file charges with the designated university official in the Office of Judicial Programs against any student for conduct or activities in violation of this Code. Either a Department of Public Safety Daily Incident Report or a personal letter is an appropriate means by which referrals

may be made. In every case the report must contain the name(s) of the student(s) charged; nature and circumstances of the incident, including specific dates, times, and locations; name(s) and address(es) of the person(s) filing the report.

b. The Office of Judicial Programs, in conjunction with other university officers or offices, will review the charges to determine if adjudication is necessary or to determine what future action should be taken. In cases other than academic dishonesty charges (c.f. Section III, Academic Rights and Responsibilities), the Office of Judicial Programs, upon completion of preliminary review, may:
   1. Dismiss the charges; or
   2. Take administrative disciplinary action (not to include expulsion or suspension) if it is determined that the conduct is in violation of the University Code; or
   3. Make referral to an appropriate member of the university community, Review/Judicial board, or committee.

c. If the charge involves an individual's academic conduct, the case may be heard by a duly constituted board from the department or school or college where it originated, or it may be referred directly to the dean (c.f. Section III, Academic Rights and Responsibilities).

d. If the charge involves an individual who is a resident in a university residence hall, and the alleged unlawful actions took place therein, the case may be referred to the Office of Housing and Residence Life where it may be heard by a duly constituted board or staff, or it may be referred directly to the Dean of Student Life.

e. If the charge involves an individual allegedly engaged in unlawful activity which is not academic in nature, and not as a resident within a residence hall, the case may be referred to the Office of Student Life.

f. If the charge involves an organization allegedly engaged in unlawful activity, the case will be referred to the Office of Student Activities and Educational Programming. Procedures which may be followed in such instances will be identified by that office. If, in the judgment of the Dean of Student Life and/or the Director of the Office of Student Activities and Educational Programming, individual members of an organization are particularly involved in an allegation, charges against the individuals may be brought and heard simultaneously with charges against the organization.

g. If, in the judgment of the department, school, or college review board, or the Residence Life Judicial Board, or the Office of Student Life, allegations are sufficiently serious, they may refer the matter directly to an academic dean (see *b* above) or to the Dean of Student Life. The student may, at this point, request in writing to the Dean that the case be referred directly to the University Committee on Student Rights and Responsibilities. If the student does not make this request, the Dean may take action or refer that matter directly to the Office of Judicial Programs. All referrals must be made in writing. In such a case, the first hearing may be conducted by the University Committee on Student Rights and Responsibilities.

2.4.2. Hearings

A hearing shall be held to provide an opportunity for the student(s) charged and the person(s) bringing the charges to present oral and written statements and other evidence to a judicial body. Formal rules of procedure and evidence shall not be applicable; the hearing body may admit any testimony, document, or other material believed relevant to a fair determination of the charges.

2.4.3. Sanctions in Disciplinary Action

The following sanctions may be imposed upon students as a result of disciplinary actions by the university:

Level 4–Expulsion – Termination of all student status, including any remaining right or privilege to receive some benefit or recognition or certification, if any, may be stated in the order. A student who is expelled may not be considered for admission to another institution in the Board of Trustees system until one year has elapsed after the student has been expelled.

Level 3–Suspension – Exclusion from all university activities for a definite stated period of time, not to exceed one full academic year, and any condition on resumption of activities, if any, also may be imposed.

Level 2–Probation – Exclusion from participation in certain university activities, property, or facilities for a definite stated period of time, not to exceed one full academic year, and may be conditioned upon compliance with policies, rules, and regulations, or specified required activity during the period of probation.

Level 1–Sanctions of lesser severity may be imposed in any case.

A sanction of suspension or expulsion imposed by the university shall apply to the person sanctioned not only at the university, but shall also be effective at all colleges and universities under the jurisdiction of the Board of Trustees. (W. Va. Board of Trustees Policy Bulletin No. 57)

Where a sanction is scheduled for a particular term and the time lapse during an appeal process makes enforcement in the designated term impossible, then the sanction shall be applied to the term in progress at the time of completion of the appeal. In the event that a sanction cannot be implemented during that term, then it shall be applied during the next regular term, except that if the student has completed the course of study during the pendency of the appeal, the sanctions, where possible, shall be carried out retroactively to affect the grades and records of that student during the term designated in the original sanction. In any event, the student may not be graduated during the process of appeal.

2.4.4. Appeals

a. Any student may appeal a nonacademic sanction to the appropriate appellate body or university official within ten calendar days of the date of notice of the decision.
   1. An appeal shall be limited to a review of the proceedings before the university adjudicatory body and any evidence which first became available after the adjudicatory proceedings;
   2. An appeal shall not result in a more severe sanction against a student;
   3. The imposition of sanctions shall be stayed pending appeal.

b. Appeals are not automatic; the judicial body or university official appealed to will review the request for appeal based on the three criteria listed below and grant the appeal or deny it, thus affirming the decision made by the original body or official. An appeal of sanctions for nonacademic cases may be made whenever:
   1. The original hearing was not conducted in conformity with established procedure;
   2. There is new evidence or fact not brought out in the original hearing;
   3. The sanction(s) imposed was inappropriate for the offense committed.

c. All university officials or the University Committee on Student Rights and Responsibilities will respond to a written appeal within ten calendar days, except for the President or the Board of Trustees.
   1. Nonacademic cases adjudicated by the Dean of Student life may be appealed to the University Committee on Student Rights and Responsibilities for sanctions above Level 1.
   2. Nonacademic cases adjudicated by the University

Committee on Student Rights and Responsibilities may be appealed to the Associate Provost for Student Affairs.

3. Nonacademic cases adjudicated by the Associate Provost for Student Affairs may be appealed to the President of the university for sanctions above Level 2.
4. Nonacademic cases adjudicated by the President of the university with the sanction of expulsion may be appealed to the Board of Trustees.
5. When a nonacademic case is appealed to the President of the university, he/she will respond within fifteen calendar days following the receipt of the written petition of appeal. The President shall review the facts of the case and take such action as may be appropriate under all the circumstances. The decision of the President shall be final in all cases, except those involved in the sanction of expulsion. The Board of Trustees is the final appellate body for the review of cases with the sanction of expulsion.
6. Review by the Board of Trustees – In nonacademic disciplinary cases where the university sanction is expulsion, the Board of Trustees, following its standard procedures, may grant an appeal from the disciplinary action of the President on the record of the case submitted. Students desiring to appeal the President's sanction of expulsion must, within three working days, indicate to the President in writing, their intent to appeal. A written petition of appeal must be filed with the chairman of the Board of Trustees within fifteen calendar days of the President's decision. If the Board of Trustees determines that the petition will not be heard, the decision of the President is affirmed and sanctions imposed shall be effective upon the President's receipt of the statement of denial. If the appeal is granted, the sanction imposed by the President's decision shall be stayed until the Board of Trustees makes a final decision after a review of the case. In the event the decision of the President is affirmed after such review, the person appealing and the President shall be notified by mail and the sanction imposed by the President shall be effective immediately upon receipt of the decision rendered by the Board of Trustees.

   In reviewing student appeals involving the sanction of expulsion, the Board of Trustees will review all relevant information and records of applicable university disciplinary proceedings to ensure that due process has been afforded. In any case of any review of disciplinary action, the Board of Trustees may take such action as it deems reasonable and proper in all the circumstances and in answer to all its responsibilities under the law.

2.4.5. Procedural Standards in Disciplinary Proceedings
In any disciplinary proceedings before a review/judicial board or the University Conduct/Appeals Committee brought against a student for alleged misconduct, action, or behavior for which sanctions of suspension or expulsion may be imposed, the following procedural standards shall be observed:

a. Written charges of violation shall be presented to the accused student, which shall include at least:
   1. Statement of policy, rule, regulation, or prescribed conduct which allegedly has been violated;
   2. Statement of the facts and evidence to be presented in support of the charges made with sufficient clarity to reasonably disclose the time and place of the occurrence and actions of the behavior complained of;
   3. Statement that a hearing will be held before the Conduct/Appeals Committee on the charges, together with notice of *date, time*, and *place* of the hearing (which may be postponed by the committee for good cause) shown and shall provide the student at least five days notice from the serving of the charges unless such notice is waived by the student;
   4. Right to have legal counsel present as provided in *d* below.

b. Written charges shall be served upon the student charged by one of the following means:
   1. Handing a copy to the student in person;
   2. Mailing, via certified mail (return receipt requested), a copy to the student at the residence used while in attendance at the university;
   3. If the student is not presently registered at the university, the mailing will be via certified mail (return receipt requested) to the last known permanent or home address disclosed by university records;
   4. It is expressly provided, however, that such service of charges and notice of hearing shall not be defective if the student shall have hidden, refused mail, or shall have failed to notify the university of his/her current address while attending the university or of his/her current permanent home address, and the hearing may proceed without hindrance or delay.

c. The accused student has the right to have an adviser present at the hearing. The adviser may be a parent or guardian, a student at the university, or a member of the faculty or staff of the university. An adviser may consult with the accused student but may not speak on behalf of the student or otherwise participate directly in the proceedings, unless given specific permission to do so by the review/judicial board or University Committee on Student Rights and Responsibilities.

d. In cases involving the potential for suspension or expulsion, legal counsel may be present. Legal counsel may serve in an advisory capacity to the accused student at the student's own expense. The Office of Judicial Programs must be notified of the presence of counsel at least forty-eight hours prior to the hearing. However, legal counsel may not speak on behalf of the student or otherwise participate directly in the proceedings. The college or university may request legal counsel through the Office of the Chancellor. Counsel retained by the university may participate only in an advisory capacity and may not speak on behalf of the university or otherwise participate directly in the proceedings.

e. Both parties involved may present evidence and witnesses. All material evidence and witnesses presented are subject to the right of cross-examination.

f. There shall be a complete and accurate record of the hearing, prepared by a qualified stenographer or court reporter, which will be made available to the student at the cost of preparation of copies.

g. In any event, the accused student shall be entitled to be present throughout the presentation of evidence, testimony of witnesses, and arguments of parties; to know the identity of and content of testimony of the witnesses against him/her and have them present at the hearing at appropriate times; and to present witnesses and any evidence on his/her behalf as may be relevant and material to the case.

h. No action for the imposition of sanctions may be based solely upon the failure of the accused student to answer charges or to appear at the hearing. In such a case, the evidence in support of the charges shall be presented and considered. In any event, all findings of fact and action shall be based solely upon the evidence presented. A finding of student violation of policies, rules, and regulations shall be based upon clear and convincing evidence in the case as a whole.

i. After the hearing, the University Committee on Student Rights and Responsibilities shall make findings of fact, determine the appropriate sanction for the disposition of the case, and notify the student within seven days.

2.4.6. Emergency Procedures – Interim Suspension (Adopted from *Salem State College Guide to Student Judicial System.*)

Appendix A

If the President of the university, or the Associate Provost for Student Affairs in the absence of the President, determines that the continued presence of a student on campus constitutes a serious danger to the orderly operation of the university or the safety or welfare of a member of the university community, including the student himself/herself, the President or Associate Provost may sign an order imposing interim suspension.

a. The interim suspension may be imposed immediately with the option for a preliminary hearing before the Associate Provost for Student Affairs within twenty-four hours.
b. The preliminary hearing shall be concerned solely with:
   1. Discussion of the nature of the charges and their source;
   2. Establishment of a date for a formal hearing, which shall be scheduled within five days of the effective date of the interim suspension;
   3. Provision of an opportunity for the student to show cause why he/she should not be suspended.
c. Unless notified by the President or Associate Provost, the student's activities during the interim suspension are subject to the same restrictions and conditions set forth under regular suspension. Interim suspension shall continue until a hearing results in reinstatement of the student to the university and/or the residence hall.
d. Hearing and appeals procedures for the formal hearing will be the same as those prescribed for any other disciplinary case.
e. If the University Committee on Student Rights and Responsibilities confirms suspension or expulsion, the interim suspension shall continue during any period of appellate review.
f. If the formal hearing body recommends disciplinary action less severe than suspension, the period of interim suspension shall automatically end.
g. Unless the student is suspended or expelled as a result of the hearing process, he/she will be permitted to make up all academic classwork and examinations missed during the interim suspension period.

SECTION 3 ACADEMIC RIGHTS AND RESPONSIBILITIES CONSTITUENT COLLEGES AND SCHOOLS MAY ESTABLISH POLICIES REGARDING ACADEMIC RIGHTS AND RESPONSIBILITIES. If a constituent college or school has not established separate policies regarding academic rights and responsibilities, the policies and procedures of Section 3. ACADEMIC RIGHTS AND RESPONSIBILITIES of the West Virginia University Code of Student Rights and Responsibilities shall apply. Constituent colleges and schools which choose to establish separate policies regarding academic rights and responsibilities will submit these policies and procedures for review by the University Committee on student Rights and Responsibilities for congruence with Board of Trustees Policy Bulletin 60, *Policy Regarding Academic Rights and Responsibilities of Students.* After review, the committee will forward the policies and procedures of the constituent college or school to the Faculty Senate for its approval.

3.1 Academic Responsibilities

3.1.1. Academic Standards. Admission standards sometimes change from those shown in a catalog. For specific information, contact the program of interest or call Admissions and Records at (304)293-2121 for further details.

a. Undergraduate
   General admission requirements for both freshman and transfer students may be found in the *West Virginia University Undergraduate Catalog.* Some colleges and departments within West Virginia University may have more stringent standards. Please consult the academic administrator of the program of interest.
b. Graduate
   Graduate admission requirements may be found in the *West Virginia University Graduate Catalog.* Some colleges and departments within West Virginia University may have more stringent standards. Please consult the academic administrator of the program of interest.
c. Professional
   Admission requirements for professional programs may be found in the *Health Sciences Center Catalog* or the *College of Law Catalog.* Please consult the academic administrator of the program of interest.

3.1.1.1. Satisfactory grade progress is defined in the West Virginia University catalogs. Each program within the university may have additional requirements which must be satisfied for continued enrollment in a program. Consult the academic administrator of the program of interest for further information.

3.1.1.2. Degree or Program Requirements. The appropriate university catalog or bulletin contains the general requirements for degrees and certificates. Consult the academic administrator of the program of interest for further information.

3.1.1.3. Academic Dishonesty. Academic dishonesty is defined to include, but is not limited to, any of the following:

1. Plagiarism: Plagiarism is defined in terms of proscribed acts. Students are expected to understand that such practices constitute academic dishonesty regardless of motive. Those who deny deceitful intent, claim not to have known that the act constituted plagiarism, or maintain that what they did was inadvertent are nevertheless subject to penalties when plagiarism has been confirmed. Plagiarism includes, but is not limited to, the following:
   a. Submitting as one's own work the product of someone else's research, writing, artistic conception, invention, or design; that is, submitting as one's own work any report, notebook, speech, outline, theme, thesis, dissertation, commercially prepared paper, musical piece or other written, visual, oral or electronic/computerized material that has been copied in whole or in part from the work of others, whether such source is published or unpublished;
   b. Incorporating in one's submission, without appropriate acknowledgment and attribution, portions of the works of others; that is, failing to use the conventional marks and symbols to acknowledge the use of verbatim and near-verbatim passages of someone else's work or failing to name the source of words, pictures, graphs, etc., other than one's own, that are incorporated into any work submitted as one's own.
2. Cheating and dishonest practices in connection with examinations, papers, and projects including, but not limited to:
   a. Obtaining help from another student during examinations;
   b. Knowingly giving help to another student during examinations, taking an examination or doing academic work for another student, or providing one's own work for another student to copy and submit as his/her own;
   c. The unauthorized use of notes, books, or other sources of information during examinations;
   d. Obtaining without authorization an examination or any part thereof.
3. Forgery, misrepresentation, or fraud:
   a. Forging or altering, or causing to be altered, the record of any grade in a grade book or other educational record;

b. Use of university documents or instruments of identification with intent to defraud;
c. Presenting false data or intentionally misrepresenting one's records for admission, registration, or withdrawal from the university or from a university course;
d. Knowingly presenting false data or intentionally misrepresenting one's records for personal gain;
e. Knowingly furnishing the results of research projects or experiments for the inclusion in another's work without proper citation;
f. Knowingly furnishing false statements in any university academic proceeding.

3.2 Academic Rights

3.2.1. Concomitant with the academic standards and responsibilities established pursuant to Section 3.1, each student shall have the following academic rights:

3.2.1.1. Each student shall have the right to grades based upon academic performance and requirements. A student has the right to appeal if he/she feels the final grade reflects a capricious, arbitrary, or prejudiced academic evaluation, or reflects discrimination based on race, color, sex, sexual orientation, veteran status, religion, age, disability, national origin, creed, ancestry, or political affiliation.

3.2.1.2. Each student shall have the right to appeal academic penalties as set out in Sections 3.5 and 3.6 below.

3.2.1.3. Each student shall have access to the college or university catalog in which academic program requirements are described (e.g., required courses, total credit requirements, residence requirements, special program requirements, minimum grade point average, probation standards, professional standards, etc.).

3.2.1.3.1. Each student shall have the right to receive from the instructor written descriptions of content and requirements for any course in which he/she is enrolled (e.g., attendance expectations, laboratory requirements, and special requirements including field trips and costs, grading standards and procedures, professional standards, etc.).

3.2.1.4. The instructor of each course is responsible for assigning grades to students enrolled in the course, consistent with the academic rights set out in the preceding sections.

3.2.1.4.1. Each student shall have the right to receive written grade reports or other written statements of academic progress at the end of each academic term, including a warning of unsatisfactory academic progress. Students have the right to be notified at midterm of unsatisfactory progress (*D* or *F*) in undergraduate courses in which they are enrolled.

3.3 Application of Policy to Students

3.3.1. Definition of Student. Any person who has been admitted to the university to pursue a course of study, research, or service, who is currently engaged in a university-sponsored activity, and who has some right or privilege to be on the campus or in the facilities of the university, or to use the same, in connection with study, research, or service, or who yet has some right or privilege or to receive some benefit or recognition or certification from the university, under the rules, regulations, or policies of the Board of Trustees or the West Virginia Code of Student Rights and Responsibilities.

3.3.2. Student Responsibilities

3.3.2.1. Students are expected to adhere to institutional, academic, and behavioral standards in all academic settings, classrooms, laboratories, clinics, and in other activities which are part of academic requirements.

3.3.2.2. Students are expected to read, understand, and follow academic requirements.

3.3.2.3. Students are responsible for knowing and fulfilling academic requirements stated in writing including, but not limited to: academic requirements for graduation; conditions signifying satisfactory academic progress; requirements for student honesty and originality of expression; conditions of academic probation and suspension; specific course requirements; specific clinical and laboratory requirements, and written plans of study.

3.4 Academic Requirements and Consequences of Failure to Meet Requirements

A student may appeal any penalty according to the procedures in Sections 3.5 and 3.6 below. The university and its constituent colleges and schools shall determine and specify the point at which penalties, excluding those specified in Section 3.4.2.1, may be imposed. Each instructor determines the point at which the penalties specified in Section 3.4.2.1 may be imposed. The university and its constituent colleges and schools shall determine the method(s), if any, by which a student may correct the condition(s) leading to imposition of these penalties and thereby have them removed.

3.4.1. Academic Requirements and Criteria. The university and its constituent colleges and schools shall define and promulgate the academic requirements criteria, and standards as set out in Section 3.1.1 above. Normally, students may finish a program of study according to the requirements under which they were admitted. However, requirements are subject to change at any time, with reasonable notice provided to students.

3.4.2. Consequences of Failure to Meet Academic Requirements. A student who fails to meet the academic requirements or standards, including those for academic honesty as defined by the university and/or its constituent colleges and schools according to Section 3.1.1, may be subject to one or more of the following penalties:

3.4.2.1. A lower grade or failure of the course or exclusion from further participation in the class (including laboratories or clinical experiences), all of which may be imposed by the instructor.

3.4.2.2. Academic probation as determined and defined by the university and/or its constituent colleges and schools.

3.4.2.3. Academic suspension as determined and defined by the university and/or its constituent colleges and schools. After one calendar year from the effective date of suspension, any student who has been suspended one time shall, upon written application, be readmitted to the university and to the college or school in which the student was previously enrolled, unless the student petitions for admission to another college or school. After the second or any subsequent suspension, a student may be readmitted to the university provided that a college or school agrees to readmit the student.

3.4.3. Academic Dismissal. Academic dismissal is defined as termination of student status, including any right or privilege to receive some benefit or recognition or certification. A student may be academically dismissed from a program and remain eligible to enroll in courses or other programs at the institution, or a student may be academically dismissed from the university and not remain eligible to enroll in other courses or programs at the institution.

Appendix A

3.5 Academic Sanctions: Procedures and Appeals

The time limitations stated herein are suggested in order to render a decision as expeditiously as possible. In the case of university holidays or absence of person(s) involved, reasonable delays may be expected.

3.5.1. Procedures for Appealing Academic Matters. West Virginia University has established policies and procedures by which a student may appeal or challenge any academic penalties imposed by a faculty member or by the institution or one of its constituent colleges and schools, including those described in Section 3.4.2 above.

3.5.2. Appeal procedures may include, but are not limited to:

3.5.2.1. Imposition of grade penalties or exclusion from classes.

3.5.2.1.1. Step I. The student shall discuss the complaint of the action taken with the instructor involved at the earliest possible time, but no later than the midterm of the succeeding regular term. If the two parties are unable to resolve the matter satisfactorily, the student may proceed to Step II.

3.5.2.1.2. Step II. The student must prepare and sign a document which states the facts constituting the basis for an appeal. Copies of this document shall be given to the instructor and chairperson of the instructor's department or division (or, if none, the dean) within fifteen calendar days of the unsuccessful resolution of the complaint. If within fifteen calendar days of the receipt of the student's signed document the chairperson does not resolve the complaint to the satisfaction of the student involved, the student will forward the complaint to the instructor's dean (see Step III).

3.5.2.1.3. Step III. Within fifteen calendar days of receipt of the complaint, the instructor's dean, as the President's designee, shall make a final determination of the grade penalty or exclusion from classes and forward the decision to the student and to the instructor and chairperson involved for immediate implementation, which shall end the appeals procedure.

3.5.2.2. Students have the right to appeal final course grades which they believe reflect a capricious, arbitrary, or prejudiced academic evaluation based on race or color, sex, sexual orientation, veteran status, religion, age, disability, national origin, creed, ancestry, or political affiliation. The grade appealed shall remain in effect until the appeal procedure is completed, or the problem is resolved. The primary intent of this procedure is to provide a mechanism whereby a student might appeal a failing grade or a grade low enough to cause the student to be eliminated from some program or to require the repetition of a course. Grade appeals that do not meet this classification are not precluded.

3.5.2.2.1. Step I. The student shall discuss the complaint with the instructor involved prior to the midterm of the succeeding regular term, whether the student is enrolled or not. If the two parties are unable to resolve the matter satisfactorily, or if the instructor is not available, or if the nature of the complaint makes discussion with the instructor inappropriate, the student shall notify the chairperson of the instructor's department or division (or, if none, the dean). The chairperson or dean shall assume the role of an informal facilitator and assist in resolution attempts. If the problem is not resolved within fifteen calendar days from when the complaint is first lodged, the student may proceed directly to Step II.

3.5.2.2.2. Step II. The student must prepare and sign a document which states the facts constituting the basis for the appeal within thirty calendar days from when the original complaint was lodged. Copies of this document shall be given to the instructor and to the instructor's chairperson (or, if none, to the dean). If, within fifteen calendar days of receipt of the student's signed document the chairperson does not resolve the problem to the satisfaction of the student, the student will forward the complaint to the instructor's dean (see Step III).

3.5.2.2.3. Step III. Within fifteen calendar days of receipt of the complaint, the instructor's dean shall make a determination regarding the grade, making any recommendations for a grade change to the instructor involved. If the instructor involved does not act on the dean's recommendation, or if the student is in disagreement with the decision of the dean, the dean will refer the case to a representative committee, appointed by the dean, for final resolution. This committee shall consist of three or more faculty members, including at least one person outside the instructor's discipline.

1. Upon receiving an appeal, the committee will notify, in writing, the faculty member involved of the grade challenge, which shall include a statement of the facts and evidence to be presented by the student.
2. The committee shall provide to the faculty member involved and the student making the appeal, written notification of their right to appear at a hearing to be held before the department or college or school representative committee, together with notice of the date, time, and place of the hearing.
3. The administrative procedure is not adversarial in nature; the formal rules of evidence do not apply.
4. The final decision of this committee shall be forwarded to the instructor and to the dean involved. If the decision requires a change of grade, the instructor shall take action in accordance with the committee's decision.
5. If the instructor does not act within five days, the dean shall make any necessary grade adjustment.
6. In the case of grade appeals, the dean functions as the President's designee; therefore, implementation of this decision shall end the appeal procedure.

3.5.2.3. Imposition of academic probation based on grades or grade point average. Students have the right to have the sanction of academic probation reviewed and explained by the academic official who imposed the sanction. Academic probation is not recorded on a student's permanent record and essentially constitutes a warning to the student of standards which must be met.

3.5.2.4. Imposition of academic suspension based on grade point average, failure to meet the conditions previously specified for removal of academic probation, or failure to meet the conditions of admission, may be appealed under the following conditions:

1. The student may appeal individual final course grades through the procedures specified in Section 3.5.2.2, and if successful, may be reinstated.
2. The student may make an appeal to the appropriate dean based on erroneous calculation of the grade point average or on erroneous calculation of the time period within which a grade point average must be achieved. The decision of the dean, as the President's designee, is final.

3.5.2.5. Academic suspension based on failure to meet academic requirements or performance standards specified by the discipline, irrespective of grades or grade point average. Students have the right to appeal academic suspen-

sions based on requirements or standards, other than grades or grade point average, which they believe reflect capricious, arbitrary, or prejudiced academic evaluation, or reflect discrimination based on race or color, sex, sexual orientation, veteran status, religion, age, disability, national origin, creed, ancestry, or political affiliation. At the dean's discretion, suspensions may remain in effect until appeal procedures are completed.

3.5.2.5.1. Step I. The student shall discuss the complaint with the dean involved within thirty calendar days of the action taken. If the two parties are unable to resolve the matter satisfactorily within fifteen calendar days, the student may proceed to Step II.

3.5.2.5.2. Step II. The student must prepare and sign a document which states the facts constituting the basis for the appeal. A copy of this document shall be given to the University Committee on Student Rights and Responsibilities. Within fifteen calendar days of receipt of the appeal, the University Committee on Student Rights and Responsibilities will arrange a hearing using the following procedures:

1. All parties involved shall receive written notice of the date, time, and place of the hearing.
2. The student may be advised by a person of his/her choice from within the institution; likewise, the academic officer recommending suspension may have an adviser from within the institution. Such advisers may consult with but may not speak on behalf of their advisees or otherwise participate.
3. The administrative procedure is not adversarial in nature; the formal rules of evidence do not apply.
4. Witnesses may be called by any of the parties involved.
5. A record of the appeal shall be prepared in the form of summary minutes and relevant attachments and will be provided to any of the parties involved upon written request.

3.5.2.5.3. The decision of the University Committee on Student Rights and Responsibilities will be sent to the dean involved and the student within seven calendar days of the hearing. If the decision requires a reinstatement, the dean will take action in accordance with the committee's decision. If the decision of the committee is to uphold the suspension, the student's appeal must reach the appropriate Vice President within thirty calendar days of receipt of the committee decision. The Vice President will review and make a decision regarding the suspension within fifteen calendar days of receiving the student's appeal. The decision of the Vice President, as the President's designee, is final.

3.5.2.6. Imposition of Sanctions for Academic Dishonesty. Academic dishonesty is defined in 3.1.1.3. Cases of academic dishonesty occurring within the context of a course or academic requirements will be treated as described below, beginning with Step I. These procedures must be completed in a timely manner, and although exttaordinary circumstances may occasionally justify extending the specified time limits, only in exceptional cases is it reasonable to take more than thirty days to complete any step of the process.

Cases of forgery, misrepresentation, or fraud that occur outside the context of courses of academic requirements may be referred directly to the Office of Judicial Programs, as described in 2.4, by any member of the university community.

3.5.2.6.1. Step I – INSTRUCTOR'S LEVEL

1. Instructor's Notice: An instructor who suspects a student of dishonest practices may meet with the student to discuss the evidence and may drop the matter without making a formal accusation and without imposing a penalty.

   An instructor may not find guilt or impose a penalty without a written charge that describes the evidence against the student. Within fifteen calendar days of discovering clear evidence of an offense, an instructor who wishes to charge a student with academic dishonesty must personally deliver written notice of the charges or send the notice by certified US mail to the student's local and permanent addresses.
2. Student's Response: A student who elects to respond must do so in writing no later than fifteen calendar days after the mailing or personal delivery of the instructor's written notice. The student may respond by admitting or denying guilt, by offering counter evidence, or by describing extenuating or mitigating circumstances that might affect the instructor's judgment of the severity of the offense.
3. Instructor's Decision: Within five calendar days of the student's response or after the opportunity for response has passed (whichever comes first), the instructor must reach a decision and send written notice of the decision to the student (and, if guilt is found, to others named below).
   a. Charge withdrawn. An instructor who believes that the evidence is not sufficient to establish guilt should immediately notify the student of this decision in writing, thus closing the case.
   b. Penalty imposed. An instructor who is convinced that the student is guilty and wishes to impose an academic penalty must summarize the evidence justifying the penalty in a written notice to the student. The notice must also inform the student of the right to petition the dean within thirty calendar days. Copies of the notice must be sent to the dean of the college or school offering the course, the dean of the college or school in which the student is enrolled, and the Office of Judicial Programs.

      The maximum penalty an instructor may impose is an unforgivable *F* in the course. The Office of Judicial Programs will notify Admissions and Records to enter an unforgivable *F*, which cannot be removed from the student's transcript unless the decision is reversed. If the student repeats the course and a new grade is entered, the unforgivable *F* will still remain on the transcript.

      The instructor may exclude the student from further participation in the course, but is discouraged from doing so unless the student has admitted guilt in writing. The instructor may impose lesser penalties, including (but not limited to) a reduced grade on the work or examination in question, assignment of remedial work, or a reduced course grade (including a forgivable *F*). The instructor may also recommend to the dean of the college offering the course that additional penalties be imposed.

3.5.2.6.2. Step II – DEAN'S LEVEL: A student may petition the dean on two grounds, which may be presented at the same time or separately within the thirty day time limit. A student may (i) ask the dean to review the conduct of the case for adherence to correct procedures; (ii) challenge the finding of guilt or the severity of the penalty; or (iii) do both.

1. Procedural Review. A student who believes that the instructor failed to follow correct procedures at Step I may petition the dean of the college or school in which the course is offered to conduct a review of the procedures. The student must submit the petition in writing, specifying the procedural errors, within thirty days of the instructor's written notice.

Within fifteen calendar days of receiving the student's petition, the dean or the dean's designee must:

a. notify the instructor that a procedural review is being conducted at the student's request and give the instructor an opportunity to reply;
b. decide, after reviewing the available information, whether any procedural errors were made and whether such errors affected the outcome of the case; and
c. send written notice of the decision and its rationale to the student, instructor, dean of the college in which the student is enrolled, and the Office of Judicial Programs.

A dean or dean's designee who decides that the outcome was affected may (i) direct the instructor to reopen the case and to correct the error(s) within a specified period of time or (ii) overturn the instructor's decision and nullify the penalty, in which case the dean must see that the student's record is amended. If the dean or dean's designee decides that the outcome was not affected, the instructor's decision stands.

2. Appeal. A student who wishes to challenge the instructor's finding of guilt or the severity of the penalty may appeal to the dean of the college or school in which the course is offered. The appeal must (i) be made in writing within thirty calendar days of the instructor's written notice; (ii) state specific grounds for any claim that the finding of guilt was unwarranted or the penalty unjust; and (iii) specify the desired remedy.

Within fifteen calendar days of receiving the student's appeal, the dean or dean's designee must:

a. notify the instructor that the student is appealing and specify whether the finding of guilt, the severity of the penalty, or both will be reviewed;
b. solicit from the instructor and the student evidence and arguments relevant to the issues;
c. make this material available to both the student and the instructor;
d. arrange a meeting of the instructor, the student, and the dean or dean's designee;

(A person from within the university may accompany the student to the meeting and may consult with and advise but not speak on behalf of the student or otherwise participate directly in the discussion unless given explicit permission by the dean or dean's designee.)

e. decide, based on the available evidence, whether to uphold the decision being challenged;
f. send written notice of the decision, with summary minutes of the meeting and a rationale for the decision to the student, instructor, dean of the college or school in which the student is enrolled, and the Office of Judicial Programs;
g. see that the student's record is amended if necessary.

3. Additional Penalties. The dean or dean's designee may impose penalties beyond those imposed by the instructor if the instructor recommends such action or if the dean's understanding of the case in the context of other misconduct by the student suggests that additional penalties are warranted. The dean or dean's designee may consider such action only after completing any procedural review or appeal requested by the student or after opportunities have passed for the student to initiate a review or appeal (that is, after it is clear that the instructor's decisions will stand). Within fifteen calendar days of this time, the dean or dean's designee must:

a. notify the student that additional penalties are being considered;
b. give the student an opportunity to provide additional evidence or argument that might affect a decision about the appropriate penalty and to answer any questions by the dean or dean's designee;
c. decide, based on the available evidence, whether to impose any additional penalties;
d. send written notice of the decision, including a summary of the evidence and a rationale for the decision, to the student, instructor, dean of the college or school in which the student is enrolled, and the Office of Judicial Programs;
e. see that the student's record is amended if necessary.

3.5.2.6.3. Step III – UNIVERSITY COMMITTEE LEVEL. A student or instructor may petition the Committee on Student Rights and Responsibilities on two grounds, which may be presented at the same time or separately within thirty calendar days of receipt of the dean's decision. A petitioner may (i) ask the Committee for a procedural review; (ii) challenge decisions made at Step II; or (iii) do both. Those petitioning the Committee must do so in writing through the Office of Judicial Programs.

1. Procedural Review: The student or the instructor may ask the Committee to conduct its own review of the procedures followed in Steps I and II.
   a. The petition must (i) name the dean or instructor who is believed to have made the error(s); (ii) describe the alleged procedural error(s); (iii) specify how the error(s) affected the outcome of the case or otherwise harmed the student or the cause of justice; and (iv) include copies of all documentation and correspondence about the case.
   b. On receipt of the petition, the Committee Chair, in consultation with the Office of Judicial Programs, will convene a panel of two faculty members and one student who will decide by majority vote whether to conduct the review. No member of this panel may serve on any other panel in connection with the same case. If the panel denies the petition, the procedural case is closed when written notice of the denial and its rationale have been sent to the student, instructor, dean of the college or school offering the course, dean of the college or school in which the student is enrolled, and the Office of Judicial Programs.

   If a majority of the panel agrees that a review is warranted, they must (i) give the student, instructor, and dean a reasonable opportunity to answer any questions the panel may have; (ii) decide, based on a review of the available information, whether any procedural errors were made and whether any such errors affected the outcome of the case; and (iii) send written notice of the decision, with summary minutes of the meeting and a rationale for the decision to the student, instructor, deans of the college or school offering the course and the college or school in which the student is enrolled, and the Office of Judicial Programs.
   c. A panel that decides by majority vote that the outcome was affected by error(s) may (i) direct the dean or instructor to reopen the case and to correct the error(s) within a specified period of time or (ii) overturn the finding of guilt and nullify the penalty. In either course of action, the panel must provide the rationale for the decision.
   d. The dean of the college or school offering the course must see that the student's record is amended if necessary.
2. Appeal. The student or instructor may challenge the decision(s) of Step II. (If the dean upheld the instructor's finding or penalty, then the student is appealing the instructor's decision, not the dean's.)

a. The petition must (i) specify the decision being appealed; (ii) name the person whose decision is being appealed; (iii) specify grounds for any claim that the finding of guilt was unwarranted or the penalty unjust; (iv) specify the desired remedy; (v) provide additional evidence or line of argument not previously introduced that might affect the outcome of the case; (vi) include copies of all documentation and correspondence about the case.

b. On receipt of the appeal, the Committee Chair, in consultation with the Office of Judicial Programs, must convene a panel of three faculty and two student members, chaired by one of the faculty members. This panel may decide by majority vote whether to conduct a hearing. If the panel decides that no hearing is warranted, the appeal is denied and the case is closed when written notice of the denial, including the rationale, has been sent to the student, instructor, dean of the college in which the course is offered, dean of the college in which the student is enrolled, and the Office of Judicial Programs.

If the panel deems a hearing is warranted, the Office of Judicial Programs must, in a timely manner, arrange a hearing to accommodate the schedules of the student, instructor, and dean, as well as any other parties involved, all of whom must be notified in writing of the date, time, and place of the hearing, as described below.

i. The administrative procedure is not adversarial; the formal rules of evidence do not apply.
ii. Witnesses may be called by any of those involved.
iii. The person bringing the appeal and the person whose decision is under appeal may be accompanied by an adviser from within the university who may consult with but not speak on behalf of the advisee or otherwise participate directly in the proceedings unless given explicit permission by the chair of the panel.
iv. A written record of the hearing must be prepared in the form of summary minutes with relevant attachments and must be provided to those involved upon written request. In addition, a tape recording of the hearing must be made a part of the permanent record.
v. Within seven calendar days of the hearing the panel must decide by majority vote, based on the available evidence, whether to uphold the decision(s) under appeal and must send written notice of the decision, specifying the numerical vote, to the student, instructor, dean of the college or school offering the course, dean of the college or school in which the student is enrolled, and the Office of Judicial Programs. The dean of the college offering the course must see that the student's record is amended if necessary.
vi. If the panel overturns the decision(s) of Step II, whether by charging the finding of guilt or by imposing, reinstating, or modifying a penalty, the panel's notice must summarize the evidence they considered and provide a rationale for their decision.
vii. In an appeal by a student, the panel may not impose a penalty more severe than that imposed or upheld by the dean at Step II; in an appeal by an instructor, the panel may not impose a penalty more severe than that imposed by the instructor at Step I.

3.5.2.6.4. Step IV – PRESIDENT'S LEVEL.
The student or the instructor may appeal decisions of the University Committee on Student Rights and Responsibilities to the President or President's designee. Such appeals must (i) be made in writing within thirty calendar days of notice of the decision of the Committee on Student Rights and Responsibilities; (ii) state specific grounds for any claim that the Committee's decision was faulty or unjust; and (iii) specify the desired remedy. On receipt of the appeal, the President or President's designee will decide whether or not to hear the appeal. The decision of the President or of the President's designee is final.

3.6 Academic Dismissal: Procedures and Appeals

Note: The procedures and appeals herein described do not apply to dismissal as a sanction for academic dishonesty. (For procedures and appeals in such cases, see Section 3.5.2.6.)

The time limitations stated herein are suggested in order to render a decision as expeditiously as possible. In the case of university holidays or absence of person(s) involved, reasonable delays may be expected.

A decision to dismiss a student for failure to meet academic standards (as distinguished from academic dishonesty) can be made only after the student has been counseled by the appropriate departmental committee or representative, with counseling to take place as soon as possible after discovery of the problem. After the student is given a reasonable opportunity to correct deficiencies, there shall then be a formal review of the student's status by the appropriate departmental or program committee to determine whether the student shall be retained or dismissed. The student may provide the committee written documentation of his/her efforts to correct deficiencies. A committee recommendation for dismissal, including any documentation provided by the student to the committee, shall be forwarded to the student's dean and to the student. Within fifteen calendar days of receipt of the committee's recommendation, the dean shall inform the student and the student's department/program of his/her decision. A decision to dismiss shall specify whether the dismissal is from the program or college/school. The dean may also dismiss a student from the institution if the student does not meet institutional standards.

3.6.1. Dismissal, based on grades or grade-point average from undergraduate programs, graduate programs, professional programs, and/or from the institution:

3.6.1.1. Step I. The student shall prepare and sign a document which states the facts constituting the basis for the appeal. A copy of this document must reach the dean within thirty calendar days of receipt of written notice of dismissal. The student shall be given an opportunity to discuss the appeal with the dean at any time in Step I. If the matter is not resolved satisfactorily within fifteen calendar days of the dean's receipt of the student's appeal, the student may proceed to Step II.

3.6.1.2. Step II. The student will forward a copy of the appeal to the appropriate Vice President within fifteen calendar days of failure to resolve the matter at the dean's level. Prior to the decision of the Vice President, the student will be given an opportunity to discuss the appeal with the Vice President. The decision of the Vice President, as the President's designee, shall be rendered within fifteen days of receipt of the student's appeal and is final.

3.6.2. Dismissal, based on failure to meet academic requirements or performance standards, irrespective of grades or grade point average, from undergraduate programs, graduate programs, professional programs, and/or from the institution. Students have the right to appeal academic dismissal based on requirements or standards other than grades or grade point average which they believe reflect capricious, arbitrary, or prejudiced academic evaluation, or reflect discrim-

ination based on race or color, sex, sexual orientation, veteran status, religion, age, disability, national origin, creed, ancestry, or political affiliation.

3.6.2.1. Step I. The student shall prepare and sign a document which states the facts constituting the basis for the appeal. A copy of this document must reach the dean within thirty calendar days of receipt of written notice of dismissal. The student shall be given an opportunity to discuss the appeal with the dean at any time in Step I. If the matter is not resolved satisfactorily within fifteen calendar days of the dean's receipt of the student's appeal, the student may proceed to Step II.

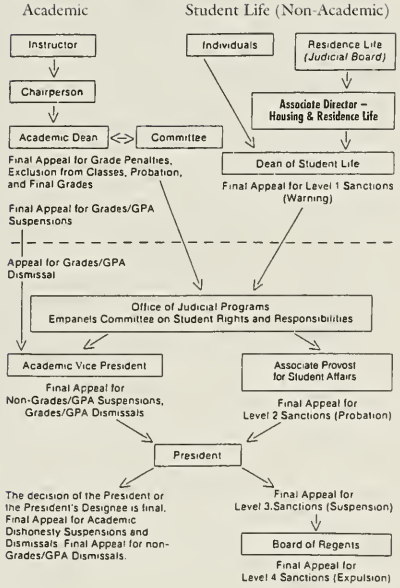
3.6.2.2. Step II. The student will forward a copy of the appeal to the University Committee on Student Rights and Responsibilities, which, within fifteen calendar days of receipt of the student's appeal, will arrange a hearing using the following procedures:

1. All parties involved shall receive written notice of date, time, and place of hearing.
2. The student may be advised by a person of his/her choice from the institution; likewise, the academic officer recommending academic dismissal may have an adviser from the institution. Such advisers may consult with but may not speak on behalf of their advisees or otherwise participate directly in the proceedings unless they are given specific permission by the University Committee on Student Rights and Responsibilities Chairperson.
3. The administrative procedure is not adversarial in nature; the formal rules of evidence do not apply.
4. Witnesses may be called by any of the parties involved.
5. A record of the appeal shall be prepared in the form of summary minutes and relevant attachments and will be provided to any of the parties involved upon written request.

3.6.2.3. The University Committee on Student Rights and Responsibilities will reach a decision within seven days. The University Committee on Student Rights and Responsibilities' recommendation for dismissal must be reviewed by the appropriate Vice President, who may confirm or remand the recommendation with specific instructions. Prior to the decision of the Vice President, the student will be given an opportunity to discuss the appeal with the Vice President. Within fifteen calendar days of a recommendation for dismissal confirmed by the Vice President, the student may appeal to the President. The decision of the President is final.

Appendix 1

Review and Appeal Process
Office of Judicial Programs
Judiciary Flow Chart


Academic
Student Life (Non-Academic)
Instructor
Individuals
Residence Life (Judicial Board)
Chairperson
Associate Director – Housing & Residence Life
Academic Dean
Committee
Final Appeal for Grade Penalties, Exclusion from Classes, Probation, and Final Grades
Dean of Student Life
Final Appeal for Level 1 Sanctions (Warning)
Final Appeal for Grades/GPA Suspensions
Appeal for Grades/GPA Dismissal
Office of Judicial Programs
Empanels Committee on Student Rights and Responsibilities
Academic Vice President
Associate Provost for Student Affairs
Final Appeal for Non-Grades/GPA Suspensions, Grades/GPA Dismissals
Final Appeal for Level 2 Sanctions (Probation)
President
The decision of the President or the President's Designee is final. Final Appeal for Academic Dishonesty Suspensions and Dismissals. Final Appeal for non-Grades/GPA Dismissals.
Final Appeal for Level 3 Sanctions (Suspension)
Board of Regents
Final Appeal for Level 4 Sanctions (Expulsion)

Appendix 2

CODE OF ETHICAL STANDARDS

Members of review boards play a sensitive role within the institutional governance structure. Thus, it is important that the members maintain high performance and ethical standards. The following code is designed to safeguard the rights of students and to uphold the integrity of the disciplinary procedure as a whole:

1. The name or status of students involved in disciplinary situations should not be discussed with anyone outside the review board membership.

2. Even in the case of open hearings, hearing body members should refrain from public comment on the proceedings, and in no instance should the closed deliberations of the hearing body be discussed, nor should confidential information be revealed.

3. The votes cast by members of the hearing body should be treated as confidential and should not be shared outside the hearing room.

4. The chairperson of the hearing body or designee shall be the official spokesperson for the hearing body. The final decision of the hearing body on any matter will be conveyed to the student charged only by the spokesperson or professional staff member in the Office of Judicial Programs.

However, answers to general questions about the disciplinary system and hearing procedures may be provided by a hearing body member as part of his/her mission in the intended educational process.

5. Members of the review boards and Appeals Committee shall serve as models for students by upholding university regulations and performing their duties in an exemplary manner. Any board member found guilty of violating a university policy or regulation is subject to temporary suspension from the board for a specific time, is ineligible to participate in the board's duties, and must reapply for membership on the board through established procedures.

6. Before any hearing, the chairperson of the hearing board is obligated to ask if any hearing board member has prior knowledge about the student charged which will impair his/her ability to render an impartial decision. It is the responsibility of the hearing board member to make the chairperson aware of any personal relationship with a student charged (e.g., kinship, close friendship, fraternal, or organizational affiliation).

7. Each member of the hearing board will make the chairperson aware of any concurrent college service in which she/he is engaged which may present a conflict of interest. The existence of such conflict of interest shall be determined by the chairperson in consultation with other members of the hearing body in session and the member will be excused from hearing and deliberating in case of conflict, or from membership on the hearing board if the conflict is general.

Appendix B

Policy Bulletin Number 57
Policies, Rules, and Regulations Regarding Student Rights, Responsibilities, and Conduct in West Virginia State Universities and Colleges

(*Interim Operating Policies.* All orders, resolutions, and rules adopted or promulgated by the Board of Regents and in effect immediately prior to the first day of July 1989 are transferred to the Board of Trustees and the institutions of the University of West Virginia system and shall continue in effect until rescinded, revised, altered, or amended by the Board of Trustees. [W. Va. Code 18-b-1-3(d)].)

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SECTION 1 GENERAL

1.01 Scope – Policies, rules, and regulations regarding student rights, responsibilities, and conduct in West Virginia state universities and colleges.

1.02 Authority – W. Va. Code 18-26-8.

1.03 Filing Date – April 10, 1985.

1.04 Effective Date — July 1, 1985.

1.05 Repeal of Former Rule – Revises and replaces Policy Bulletin No. 57 dated November 13, 1984. To be implemented July 1, 1985.

SECTION 2 PURPOSE

2.01 Purpose – The purpose of these policies, rules, and regulations includes, but is not limited to, the following:

a. To establish a general policy on student life, including a statement on student rights and responsibilities, at the state colleges and universities.
b. To identify behavioral expectations of students and certain prohibited acts by students at the state colleges and universities.
c. To prescribe penalties and sanctions for such prohibited conduct.
d. To define generally the powers, authority, and duties to be exercised under the control of the Board of Regents by the presidents and officials of the state colleges and universities in applying these policies, rules, and regulations.

e. To prescribe disciplinary actions and proceedings to be taken in cases of the violations of these policies, rules, and regulations.

2.02 Effective Date – These policies, rules, and regulations are effective immediately inasmuch as they cover any general or emergency situation that might arise at any state college or university, and they supersede any existing policies, rules, and regulations that are in conflict with these policies, rules, and regulations.

2.03 Filing Date – These policies, rules, and regulations were filed in the Office of the Secretary of State of West Virginia on the seventh day of August 1970.

SECTION 3 DEFINITIONS

3.01 Board of Regents – The West Virginia Board of Regents.

3.02 Institution or Institutions – Any or all of the institutions of higher education, the state colleges and universities, or any branch or division thereof, over which the Board of Regents shall have authority, responsibility, or control.

3.03 President – The chief executive officer of the institution, whatever the title, whether responsible directly to the Board of Regents or through some other officer to the Board of Regents, and shall include all those acting for or on behalf of such chief executive officer, act, or by his direction, or at or by the direction of the Board of Regents.

3.04 Property – Any property, whether owned, rented, or otherwise held or used by the Board of Regents, by an institution, or by the institutional community.

3.05 Activity – All or any operations conducted, sponsored, promoted, operated, or otherwise engaged in by an institution, including, by way of illustration and not as limitation of the foregoing, classroom and course activities, recreational and cultural programs, maintenance or building programs, committee or other business activity, registration, advising, teaching, admissions, placement, disciplinary or routine office activity, research, or service.

3.06 Facility – Any and all property of an institution used or usable in any activity of an institution.

3.07 Campus – All the property and facilities of any institution serving as the *locus in quo* of any activity of an institution.

3.08 Faculty – Those employees of the Board of Regents who are assigned to teaching or research or service functions at an institution, and who hold academic rank.

3.09 Staff – Those employees of the Board of Regents who are assigned to teach or research or service functions at an institution, and who are not members of the faculty.

3.10 Student – Any person who has been admitted to an institution to pursue a course of study, research, or service, who is currently engaged in an institutionally sponsored activity, and who has some right or privilege to be on the campus or in the facilities of the institution, or to use the same, in connection with study, research, or service, or who yet has some right or privilege to receive some benefit or recognition or certification from the institution, under the rules, regulations, or policies of the Board of Regents or the institution.

3.11 Member of the Institutional Community – Any officer, administrator, faculty member, staff member, employee, student of or at an institution, member of the institutional Board of Advisors, as well as any person authorized to participate in an institutional activity at the time applicable.

SECTION 4 POLICIES REGARDING STUDENT RIGHTS AND RESPONSIBILITIES

The submission of an application for admission to an institution represents an optional and voluntary decision on the part of the prospective student to partake of the program and privileges offered by the institution pursuant to the policies, rules, and regulations of the Board of Regents and the institution. Institutional approval of that application, in turn represents the extension of a right or privilege to join the institutional community and to remain a part of it so long as the student fulfills the academic and the behavioral expectations that are set forth in the policies, rules, and regulations of the Board of Regents and the institution.

4.01 Freedom of Expression and Assembly – The student enjoys the essential freedoms of scholarship and inquiry central to all institutions of higher education. In exercising these freedoms, the student has certain rights and responsibilities, including, but not limited to, the following:

a. To have access to campus resources and facilities.
b. To espouse causes.
c. To inquire, discuss, listen to, and evaluate.
d. To listen to any person through the invitation of organizations recognized by the institution.
e. To have a free and independent student press which adheres to the canons of responsible journalism.
f. To not violate the rights of others in matters of expression and assembly.
g. To abide by policies, rules, and regulations of the Board of Regents and the institution and federal, state, and local statutes and ordinances pertaining to freedom of expression and assembly.

4.02 Freedom of Association – Students may organize whatever associations they deem desirable, and are entitled to affiliate with any group or organization for which they meet membership qualifications. However, institutional recognition of student organizations shall be limited to those whose purposes comport with the educational mission of the institution.

4.03 Right to Privacy — The student is entitled to the same safeguards of the rights and freedoms of citizenship as are afforded those outside the academic community, including, but not limited to, the following:

a. Privileged communications on a one-to-one relationship with faculty, administrators, counselors, and other institutional functionaries.
b. Respect for personality, including freedom from unreasonable and unauthorized searches of student living quarters.
c. Confidentiality of academic and disciplinary records.
d. Legitimate evaluations made from student records.

4.04 Responsibilities of Citizenship – The student is expected, as are all citizens, to respect and abide by, local ordinances and state and federal statutes, both on and off the campus. As a member of the educational community, the student is expected to abide by the institution's code of student conduct, which clarifies those behavioral standards considered essential to its educational mission.

4.05 Disciplinary Proceedings – Disciplinary proceedings for students accused of committing offenses must be consistent with such constitutional provisions guaranteeing due process of law as are applicable to them. In all disciplinary proceedings, the student shall be considered innocent until proven guilty of any charge. Each institution shall have authority for promulgating rules and regulations consistent with policies, rules, and regulations of the Board of Regents.

SECTION 5 STANDARDS OF CONDUCT: RULES AND REGULATIONS

5.01 Conduct Required in General – All students at the institu-

tions are subject to, and are required to comply with, observe, and obey the following:
a. The laws of the United States.
b. The laws of the State of West Virginia.
c. Local city, county, and municipal ordinances.
d. The policies, rules, and regulations of the Board of Regents and the institution.
e. The directions and orders of the officers, faculty, and staff of the institution who are charged with the administration of institutional affairs on campus.

5.02 Prohibited: Disorderly Conduct – Any and all students who behave in a disorderly or unlawful manner, such as the actions listed below, but not limited to those listed, in or about institutional property or facilities, are subject to institutional disciplinary action which may result in probation, suspension, or expulsion, whether or not there is prosecution for such violations in local, state, or federal courts:
a. Fights.
b. Assaults or battery.
c. Public disturbances.
d. Unlawful assembly.
e. The violation of any municipal, state, or federal law, or the rules and regulations of the Board of Regents or the institution.

5.03 Prohibited Conduct: Theft or Damage of Property – No student shall, individually or by joining with one or more others, misuse, steal, damage, or destroy any institutional property or facilities or the property of any member of the institutional community on or in campuses, property, or facilities or the property of any member of the institutional community on or in campuses, property, or facilities of an institution. Students involved in any such prohibited actions or conduct shall be subject to institutional disciplinary action which may result in probation, suspension, or expulsion, whether or not there is prosecution for such actions or conduct in local, state, or federal courts.

5.04 Prohibited Conduct: Disruption – No student shall, individually or by joining with one or more other persons, do any of the following:
a. Disrupt or interfere with any institutional activity, program, meeting, or operation.
b. Interfere with the rights of any member of the institutional community.
c. Injure or threaten to injure, or coerce by bodily harm or restraint or threats thereof or any other means, any member of the institutional community or persons lawfully on the institution's campus, property, or facilities.
d. Seize, hold, commandeer, or damage any property or facilities of an institution, or threaten to do so, or refuse to depart from any property or facilities of an institution upon direction, pursuant to policies, rules, and regulations of the Board of Regents or the institution, by an institutional officer, faculty or staff member, or other person authorized by the President.

Students involved in any such action or activities shall be subject to institutional disciplinary action which may result in probation, suspension, or expulsion, whether or not there is prosecution for such actions in local, state, or federal courts.

5.05 Prohibited Conduct: Hazing – No student shall, individually or by joining with one or more other persons, engage in any act of hazing involving another member of the institutional community. The President of each college and university shall promulgate rules and regulations prohibiting hazing in any form. Such rules and regulations shall include provisions to:
a. Prohibit any action which subjects a pledge, initiate, or member of a student organization to activities which are personally demeaning or involve a substantial risk of physical injury. This includes both organized rites of initiation and informal activities.
b. Include the institutional hazing policy in the student handbook, or such other publications which are readily distributed to all students. The institutional policy shall provide that students involved in hazing activities are subject to institutional disciplinary action which may result in the sanctions of suspension or expulsion, whether or not there is prosecution for such actions in local, state, or federal courts.
c. Identify, through student publications and other appropriate mechanisms, the sanctions which apply to student organizations engaged in prohibited hazing activities or prohibited rites of initiation. These sanctions may include, but are not limited to: denial of the use of institutional facilities, removal of some or all social privileges, removal of institutional recognition, and a recommendation to regional or national headquarters that the organizational charter be revoked. The President of the institution shall take steps to ensure that the chief officer of each student organization is informed at least annually of the institution's hazing policy and the sanctions which may be imposed upon offending organizations.
d. Ensure that students accused of hazing offenses where the sanctions of suspension or expulsion may result are afforded the opportunity for a disciplinary hearing as provided in section 7.04 of these policies, rules, and regulations.

5.06 Prohibited Conduct: Discrimination – No student shall, individually or by joining with one or more other persons, promote or demand action on their part or any other member of the institutional community that would constitute unlawful discrimination on the basis of race, sex, color, political affiliation, handicap, or age. Students involved in any such action or activities shall be subject to institutional disciplinary action which may result in probation, suspension, or expulsion, whether or not there is prosecution for such actions in local, state, or federal courts.

SECTION 6 POWERS, AUTHORITY, AND DUTIES OF THE PRESIDENTS

6.01 General Powers, Authority, and Duties of the Presidents – The chief executive officer of each institution shall be the President. The President shall be responsible for the entire administration of the institution, subject to the control of the Board of Regents. It shall be the President's duty to attend to and administer the laws of the State of West Virginia which may be applicable on the campus; the policies, rules, and regulations of the Board of Regents; and policies, rules, and regulations of the institution. Each such President is hereby vested with authority requisite to that end, subject to the control of the Board of Regents.

6.02 Powers, Authority, and Duties of the Presidents: Delegation of Authority and Responsibility – Any authority, responsibility, or duty granted to or imposed upon such a President by these policies, rules, and regulations may be delegated by the President, subject to the control of the Board of Regents, to another person or persons on the faculty, staff, or student body of the institution.

All persons dealing in the matters so delegated by the President shall be required to deal with the persons to whom the President shall have delegated such authority, responsibility, or duty, and such persons shall be required to deal with the institution or the President through such designees, except on appeal to the President as specified by the President.

6.03 Powers, Authority, and Duties of the Presidents: Promulgation of Institutional Regulations for Student Discipline — The President of each institution shall have authority and responsibility, subject to the control of the Board of Regents, for the discipline of all students at the institution.

The President, with the advice of faculty and students and subject to the control of the Board of Regents, shall develop, promulgate, and use disciplinary regulations and channels at

each institution not inconsistent with the policies, rules, and regulations of the Board of Regents.

6.04 Powers, Authority, and Duties of the Presidents: Activities on and Use of Institutional Property or Facilities – The use by any person of the property or facilities of the institution shall be controlled and governed by the policies, rules, and regulations of the Board of Regents.

Regulations governing the use of such property or facilities at a particular institution shall be promulgated by the President thereof, with the advice of faculty and students, and shall conform to these policies, rules, and regulations, and be subject to the control of the Board of Regents.

6.05 Powers, Authority, and Duties of the Presidents: Public Use of Institutional Property or Facilities, and Restrictions Imposed – Subject to the control of the Board of Regents, notwithstanding any rule, regulation, policy, or express or implied permission for the use of, or presence in or on the property or facilities of any institution, any person who (a) is not a student presently registered for current classes or course work at this particular institution, or, is not an employee of the Board of Regents currently on duty at the institution; and (b) by his/her conduct or speech or expressions causes, or, in the opinion of the President of the institution or the President's delegate of authority, may be reasonably expected to cause harm to persons, property, or facilities, or disruption of, or interference with, any activity of the institution, is no longer authorized to be in or on the property or facilities of the institution. In such instance, the President of such institution or the President's delegate of authority shall cause such person to be ejected from, kept off, and kept out of the property and facilities of the institution. The President or his delegate of authority may take whatever legal or institutional action is necessary to effectuate this authority.

6.06 Powers, Authority, and Duties of the Presidents: Use of Institutional Property or Facilities: Activities Which Interfere With, Disrupt, or Inhibit Institutional Operations – The assertion by any person or persons of rights of speech, assembly, press, or other expression with the intention to interfere with access to, or use of, the institution's property, facilities, activities, programs, or operations by those properly and regularly using the same is expressly prohibited, any rule, regulation, or permission, express or implied, notwithstanding.

6.07 Powers, Authority, and Duties of the Presidents: Limitations of Assembly and Student Use of Institutional Property or Facilities – Subject to the control of the Board of Regents, when, in the judgment of the President of any institution, an assembly is not in the best interests of the institution or the individuals concerned, in that it presents a clear and present danger of harm to persons, property, or facilities, or interference with or disruption of activities, such President or his delegate of authority shall prohibit such assembly and shall take measures to prevent harm to persons, property, or facilities, or to prevent interference with or disruption of activities, as may be necessary in the circumstances or may be reasonably expected to come into existence.

6.08 Powers, Authority, and Duties of the Presidents: Limitation of Activities and Emergency Measures – When there has been harm or damage to persons, property, or facilities, or when there has been disruption of or interference with institutional activities, or when there has been seizure or occupation of property or facilities by persons no longer authorized, then, subject to the control of the Board of Regents, when the President of an institution at which such occurrences happen or take place, deems it necessary to end or to control such occurrences and the circumstances caused thereby, that President shall take any or all of the following actions or other appropriate actions:

a. Declare a state of emergency to exist on the campus, and:

(1) Close down any part of the institution for any length of time, or limit use of certain parts of the campus, property, or facilities to certain persons at certain times;

(2) Impose curfews on the presence of persons in or on institutional facilities or property;

(3) Place bans on gatherings of persons at places or times on or in the institution's property or facilities; or

(4) Enlist the aid of any public authority, police, or otherwise, as may be necessary to restore order, protect persons, property, health, safety, or welfare.

b. Immediately suspend any student who is found involved in prohibited action or conduct and who is (1) first advised, told, or notified that a particular action or conduct is prohibited, and who (2) continues such action or conduct in spite of the warning. Such immediate suspension shall be followed with speedy disciplinary proceedings consistent with these policies, rules, and regulations.

c. See to the enforcement of the laws of the State of West Virginia, the policies, rules, and regulations of the Board of Regents; and the policies, rules and regulations of the institution, including any emergency orders imposed as a result of the state of emergency so declared.

SECTION 7 DISCIPLINARY ACTION: PROCEEDINGS

7.01 Application to Students – Any person who is a student as defined in these policies, rules, and regulations shall be subject to disciplinary action by the institution at which he/she is a student if that person is involved on the campus of that institution in any of the actions or conduct prohibited by these policies, rules, and regulations, notwithstanding the fact that at the time the student is also an employee of the Board of Regents. In taking disciplinary action against a student, as defined herein, an institution may act to remove any status of such a person or to withhold, remove, or cancel any benefit, recognition or certification, including the conferring of a degree, which such a person might yet not have received from the institution.

7.02 Sanctions in Disciplinary Action – The following sanctions may be imposed upon students as a result of disciplinary action by an institution:

a. Probation – exclusion from participation in certain institutional activities, property, or facilities for a definite stated period of time, and may be conditioned upon compliance with policies, rules, and regulations, or specified required activity during the period of probation.

b. Suspension – exclusion from all institutional activities for a definite stated period of time up to one academic year, and any condition on resumption of activities, if any, also may be imposed.

c. Expulsion – termination of all student status, including any remaining right or privilege to receive some benefit or recognition or certification, and conditions for readmission, if any, may be stated in the order.

Normally, students facing suspension or expulsion from the institution will be entitled to a hearing prior to the imposition of the sanction. However, a student may be temporarily suspended pending final action on the charges when the student's continued presence on campus would constitute a potential for serious harm to himself/herself or to the safety of other members of the institutional community. Such temporary suspension shall be followed with speedy disciplinary proceedings consistent with these policies, rules, and regulations.

Sanctions of lesser severity, including restitution, may be imposed in any case, at the discretion of the President of the institution.

Each institution shall identify in its student handbook, or other similar publication, the offenses for which a student who is found guilty may be subject to the sanctions of suspension or expulsion.

A sanction of suspension or expulsion imposed by a college or university under the jurisdiction of the Board of Regents

shall apply to the person sanctioned not only at the institution where the sanction was imposed, but shall also be effective at all colleges and universities under the jurisdiction of the Board of Regents. A student who is expelled from one institution in the Board of Regents' system may not be considered for admission to another institution in the system until one year has elapsed after the student has been expelled.

Where a sanction is scheduled for a particular term and the time lapse during an appeal process makes enforcement in the designated term impossible, then the sanction shall be applied to the term in progress at the time of completion of the appeal. In the event the sanction cannot be implemented during that term, then it shall be applied during the next regular term, except that if the student has completed the course of study during the pendency of the appeal, the sanctions, where possible, shall be carried out retroactively to affect the grades and records of that student during the term designated in the original sanction. In any event, the accused student may not be graduated during the process of appeal.

7.03 General Requirements for Disciplinary Channels – Rules and regulations establishing disciplinary channels at the institutions, promulgated pursuant to Sections 4.05 and 6.03 hereof, or any of these policies, rules, and regulations, shall provide, among other things, at least for the following:

a. There shall be a hearing board whose members shall be members of the institutional community, including student and faculty representatives, and whose number shall be at least three, and, in any event, on any panel hearing a case, shall be odd.

b. The hearing board shall have jurisdiction of cases involving the alleged violations of Sections 5.02, 5.03, 5.04, 5.05, and 5.06 of these policies, rules, and regulations and of cases involving students suspended pursuant to Section 6.08b of these policies, rules, and regulations.

c. The jurisdiction and authority of the hearing board shall be, in cases of disciplinary action against students:
   (1) To hear evidence;
   (2) To make findings of fact from the evidence presented;
   (3) To make recommendations to the President of the institution, based upon such findings of fact, as to the disposition of the disciplinary action, including sanctions to be imposed, if any; and
   (4) To refer for hearing to a lesser disciplinary channel in cases not involving potential suspension or expulsion. (In lieu of calling together the entire hearing board to decide on referrals, a referral board, including a faculty representative and a student representative selected from the hearing board, may decide the level of hearing by establishing hearing levels for categories of disciplinary infractions or by considering individual referral cases.)

d. The hearing board shall have such appellate jurisdiction, as may be appropriate to the institution, from the determination and recommendations of any lesser disciplinary channel.

e. The student may then object or take exception to the recommendation of the hearing board under such procedures as the President may deem appropriate.

7.04 Procedural Standards in Disciplinary Proceedings – In any disciplinary proceedings before a hearing board established pursuant to Section 7.03 brought against a student for alleged misconduct, actions, or behavior for which sanctions of suspension or expulsion may be imposed, the following procedural standards shall be observed:

a. Written charges of violation shall be presented to the accused student which shall include at least:
   (1) A statement of the policy, rule, or regulation which allegedly has been violated;
   (2) A statement of the facts and evidence to be presented in support of the charges made with sufficient clarity to reasonably disclose the time and place of the occurrence and the actions or behavior complained of;
   (3) A statement that a hearing will be held before the hearing board on the charges, together with notice of the date, time, and place of the hearing; and
   (4) In cases involving potential suspension or expulsion, as specified in institutional policies, the student must be informed of his/her right to have legal counsel present at the hearing (students retain attorneys in such cases at their own expense and must notify the hearing board at least forty-eight hours prior to the hearing if the attorney will be present at the proceedings). It is expressly provided, however, that such written charges shall not be fatally defective so as to prevent the set hearing or to require further amplification if such minimum requirements are met reasonably and in good conscience at the discretion of the hearing board.

b. Said written charges shall be served upon the student charged by one of the following means:
   (1) Handing a copy to the student in person, if he/she can be found with reasonable diligence in the town where the institution is located and the hearing is to take place; or
   (2) Mailing, via certified mail, a copy to the student at the residence used while in attendance at the institution, as last noted on his/her official records at the institution; or
   (3) If the student is not presently registered at the institution, or in any event, by mailing, via certified mail, a copy to his/her last known permanent or home residence as disclosed by official records at the institution. It is expressly provided, however, that such service of charges and notice of hearing shall not be defective if the student shall have hidden, refused mail, or shall have failed to notify the institution of his/her current address while attending the institution or of his current permanent home address, and the hearing may proceed without hindrance or delay.

c. A hearing shall be held at the date, time, and place specified (unless postponed by the hearing board for good cause shown) and shall provide the student at least five days notice from the serving of the charges (unless such notice is waived by the student). The hearing shall be conducted in such manner as to do substantial justice and shall include at least the following:
   (1) The accused student has the right to have an adviser. Such an adviser may be a parent or guardian, a student at the institution, or member of the faculty or staff of the institution. An adviser may consult with the accused student, but may not speak on behalf of the student or otherwise participate directly in the proceedings, unless given specific permission to do so by the hearing board. In cases involving the potential for suspension or expulsion, legal counsel may be present as specified in Section 7.04a (4) of this policy. Legal counsel may serve in an advisory capacity to the accused student in such cases. However, legal counsel may not speak on behalf of the student or otherwise participate directly in the proceedings. The college or university may request legal counsel through the Office of the Chancellor. Counsel retained by the institution may participate only in an advisory capacity and may not speak on behalf of the institution or otherwise participate directly in the proceedings;
   (2) All material evidence may be presented subject to the right of cross examination of the witnesses;
   (3) There shall be a complete and accurate record of the hearing. In the case of an appeal, a written transcript may be required;
   (4) In any event, the accused student shall be entitled to be present throughout the presentation of evidence, testimony of witnesses, and arguments of parties; to know the identity of and content of testimony of the witnesses against him and have them present at the hearing at appropriate times; and to present witnesses and any evidence on his behalf as may be relevant and material to the case.

Appendix B

d. No recommendation for the imposition of sanctions may be based solely upon the failure of the accused student to answer charges or to appear at the hearing. In such a case, the evidence in support of the charges shall be presented and considered. And, in any event, all findings of fact and recommendations shall be based solely upon the evidence in the case as a whole.

e. After the hearing, the hearing board shall make findings of fact and recommendations for the disposition of the case and sanctions to be imposed, if any, and forward the same to the President of the institution. Within ten working days following receipt of the hearing board recommendations, the President shall review the facts of the case and take such action as may be appropriate under all the circumstances. Except in cases which involve the sanction of expulsion, as defined in Section 7.02 of these policies, rules, and regulations, the decision of the President shall be final.

7.05 Review by the Board of Regents – The Board of Regents may, from time to time, require from the presidents, or any of them, reports on disciplinary actions or proceedings over a period of time or as to any specific case or cases. Such reports shall be in such form as the Board of Regents may require.

In disciplinary cases where the institutional sanction is expulsion, the Board of Regents may, pursuant to such procedures as it may specify, grant an appeal from the disciplinary action of any President on the record of the case submitted and on leave of the Board of Regents first obtained. A student desiring to appeal the sanction of expulsion must, within three working days, indicate to the President in writing an intent to appeal the decision to the Board of Regents. A written petition of appeal must be filed with the Chancellor of the Board of Regents within fifteen days of the institutional President's decision. If the Board of Regents determines that the petition will not be heard, the decision of the President of the institution is affirmed and sanctions imposed therein shall be effective upon the President's receipt of the statement of denial.

If the appeal is granted, the sanction imposed by the President's decision shall be stayed until the Board of Regents makes a final decision after a review of the case. In the event the decision of the President is affirmed after such review, the person appealing and the President shall be notified by certified mail and the sanction shall be effective immediately upon receipt by the President of the decision rendered by the Board of Regents.

In reviewing student appeals involving the sanction of expulsion, the Board of Regents will review all relevant information and records of applicable institutional disciplinary proceedings to ensure that due process has been afforded. In any case of any review of disciplinary action, the Board of Regents may take such action as it deems reasonable and proper in all the circumstances and in answer to all its responsibilities under the law.

Appendix C

Policy Bulletin Number 60
Policy Regarding Academic Rights and Responsibilities of Students

(*Interim Operating Policy.* All orders, resolutions, and rules adopted or promulgated by the Board of Regents and in effect immediately prior to the first day of July 1989 are transferred to the Board of Trustees and the institutions of the University of West Virginia system and shall continue in effect until rescinded, revised, altered, or amended by the Board of Trustees. [W. Va. Code 18-b-1-3(d)].)

SECTION 0 GENERAL

0.1 Scope – Policy regarding academic rights and responsibilities of students.

0.2 Authority – *West Virginia Code* 8-26-8

0.3 Filing Date – May 1, 1986

0.4 Effective Date – June 1, 1986

0.5 Revises and Replaces Existing Section 7 of Policy Bulletin No. 57 dated July 13, 1982, and Policy Bulletin No. 60 dated November 13, 1984.

SECTION 1 ACADEMIC RIGHTS AND RESPONSIBILITIES OF STUDENTS

1.1 The institution and its constituent colleges and schools shall define and promulgate, consistent with the policies, rules, and regulations of the Board of Regents, the academic requirements for admission to the institution, for admission to limited enrollment programs, and for admission to professional and graduate degree programs (where offered); the criteria for maintenance of satisfactory academic progress, for the successful completion of the program, for the award of a degree or certification, for graduation; the requirements or criteria for any other academic endeavor; and the requirements for student honesty and originality of expression.

1.2 A student, by voluntarily accepting admission to the institution or enrolling in a class or course of study offered by the institution, accepts the academic requirements and criteria of the institution. It is the student's responsibility to fulfill course work and degree or certificate requirements and to know and meet criteria for satisfactory academic progress and completion of the program.

SECTION 2 ACADEMIC RIGHTS

2.1 Concomitant with the academic standards and responsibilities established pursuant to Section 1, each student shall have the following academic rights:

2.1.1. The student shall be graded or have his/her performance evaluated solely upon performance in the course work as measured against academic standards. The student shall not be evaluated prejudicially, capriciously, or arbitrarily. The student shall not be graded nor shall his/her performance be evaluated on the basis of his/her race, color, creed, sex, or national origin.

2.1.2. Each student shall have the right to have any academic penalty, as set out in Section 4.2 below and more specifically defined by his/her institution, reviewed.

2.1.3. Each student shall have access to a copy of the college or university catalog or program brochure in which current academic program requirements are described (e.g.,

required courses, total credit requirements, time in residence requirements, special program requirements, minimum grade point average, probation standards, professional standards, etc.). Students have the right to receive from the instructor written descriptions of content and requirements for any course in which they are enrolled (e.g., attendance expectations, special requirements, laboratory requirements including time, field trips and costs, grading standards and procedures, professional standards, etc.).

2.1.4. The instructor of each course is responsible for assigning grades to students enrolled in the course, consistent with the academic rights set out in the preceding sections.

SECTION 3 APPLICATION OF POLICY TO STUDENTS

3.1 Student – any person who has been admitted to an institution to pursue a course of study, research, or service, who is currently engaged in an institutionally sponsored activity, and who has some right or privilege to be on the campus or in the facilities of the institution, or to use the same, in connection with study, research, or service, or who yet has some right or privilege to receive some benefit or recognition or certification from the institution, under the rules, regulations, or policies of the Board of Regents or the institution.

3.2 A student, as defined in this policy, shall be subject to any applicable penalties for failure to comply with the academic requirements and standards promulgated by the institution and/or its constituent colleges and schools according to Section 1.1. Students are expected to adhere to these academic standards in all academic settings, classrooms, laboratories, clinics, and any other activities which are part of academic requirements.

SECTION 4 ACADEMIC REQUIREMENTS AND CONSEQUENCES OF FAILURE TO MEET REQUIREMENTS

4.1 The institution and its constituent colleges and schools shall define and promulgate the academic requirements, criteria, and standards as set out in Section 1.1 above. Normally, students may finish a program of study according to the requirements under which they were admitted to the program. However, requirements are subject to change at any time, with reasonable notice provided to the students.

4.2 A student who fails to meet the academic requirements or standards, including those for academic honesty as defined by the institution and its constituent colleges and schools according to Section 1.1, may be subject to one or more of the following penalties:

4.2.1. A lower grade or failure of the course or exclusion from further participation in the class (including laboratories or clinical experiences), all of which may be imposed by the instructor.

4.2.2. Academic probation as determined and defined by the institution and its constituent colleges and schools.

4.2.3. Academic suspension as determined and defined as termination of student status, including any right or privilege to receive some benefit or recognition or certification. A student may be academically dismissed from a limited enrollment program and remain eligible to enroll in courses in other programs at the institution, or a student may be academically dismissed from the institution and not remain eligible to enroll in other courses or programs at the institution.

4.4 A student may appeal any penalty according to the procedures in Sections 5 and 6 below. Each institution and its constituent colleges and schools shall determine and specify the point at which penalties, excluding those specified in Section 4.2.1, may be imposed. Each instructor determines the point at which the penalties specified in Section 4.2.1 may be imposed. Each institution and its constituent colleges and schools shall determine the method(s), if any, by which a student may correct the condition(s) leading to imposition of these penalties and thereby have them removed.

SECTION 5 APPEALS

5.1 Each institution and its constituent colleges and schools shall establish policies and procedures by which a student may appeal or challenge any academic penalties imposed by a faculty member or by the institution or one of its constituent colleges and schools, including those described in Section 4.2 above.

5.2 Additional procedures may include but not be limited to:

5.2.1. Appeals of a grade penalty or exclusion from class,

5.2.2. Appeals of final course grades,

5.2.3. Appeals of imposition of academic probation,

5.2.4. Appeals of imposition of academic suspension,

5.2.5. Appeals of dismissal from undergraduate programs,

5.2.6. Appeals of dismissal from graduate programs,

5.2.7. Appeals of dismissal from professional degree programs,

5.2.8. Appeals of dismissal from the institution.

5.3 Policies and procedures relating to appeals of academic penalties shall be governed by due process and shall include, as a minimum:

5.3.1. Written notice to the student (1) of his/her failure to meet or maintain an academic standard; (2) of the methods, if any, by which the student may correct the failure; and (3) of the penalty which may be imposed.

5.3.2. An opportunity for the student to meet with the faculty member(s) or other individual(s) who have judged his/her performance to be deficient, to discuss with these faculty member(s) or other individual(s) the information forming the basis of the judgment or opinion of his/her performance, to present information or evidence on his/her behalf, and to be accompanied at any such meeting by an adviser of his/her choice from the institution. Such advisers may consult with but may not speak on behalf of their advisees or otherwise participate directly in the proceedings, unless they are given specific permission to do so by the individual or committee conducting the appeal.

5.3.3. An opportunity for the student to appeal the decision or judgment of faculty members through the established institutional appeals procedure within thirty calendar days after written notice of the decision or judgment.

5.3.4. An opportunity to appeal to the president of the institution or his/her designee within thirty calendar days after the receipt of written notice of the decision or judgment.

5.3.5. The decision of the president or his/her designee regarding an academic appeal is final.

SECTION 6 APPEALS PROCEDURES FOR ACADEMIC DISMISSAL

6.1 The appeal will be subject to the following conditions:

6.1.1. The appeal must be filed within thirty calendar days after written notice of the decision.

6.1.2. The appeal to the appropriate academic officer or appeals committee is not adversarial in nature; the formal rules of evidence do not apply.

6.1.3. The student may be advised by a person of his/her choice from the institution; likewise, the faculty member, academic officer, or committee recommending academic dismissal may have an adviser from the institution. Such advisers may consult with but may not speak on behalf of their advisees or otherwise participate directly in the proceedings unless they are given specific permission to do so by the individual or committee conducting the appeal.

6.1.4. Witnesses may be called by any of the parties involved.

6.1.5. A record of the appeal shall be prepared in the form of summary minutes and relevant attachments and will be provided to the student upon request.

6.1.6. The decision of the president or his/her designee regarding academic dismissal is final.

SECTION 7 PUBLICATION

7.1 All standards, criteria and procedures of the institution shall be published in one or more appropriate institutional publications such as catalogs, student handbooks, academic pamphlets, and handouts. Such requirements are subject to change with reasonable notice provided to the students.

Appendix D

West Virginia University Policy on the Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974 is a federal law which states: (a) that a written institutional policy must be established; and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records.

West Virginia University accords all the rights under the law to students who are declared independent. No one outside West Virginia University shall have access to nor will West Virginia University disclose any information from students' education records, without the written consent of students **except** to personnel within West Virginia University and the West Virginia Board of Regents; to officials of other institutions in which students seek to enroll; to persons or organizations providing students' financial aid; to accrediting agencies carrying out their accreditation function; to persons in compliance with judicial order; to organizations conducting studies for, or on behalf of, educational agencies of institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs and improving instruction; and to persons in an emergency in order to protect the health or safety of students and or other persons. All these exceptions are permitted under the Act.

The Act also permits disclosure of information from students' education records, without the written consent of students, to parents of a dependent student of such parents, as defined in Section 152 of the Internal Revenue Code of 1954, as amended. West Virginia University intends to consider all students as "dependent" for purposes of disclosure of information to parents unless the students specifically notify in writing the Office of Admissions and Records, West Virginia University, that they are not a "dependent" of their parents for federal income tax purposes. Students need to give such written notification only once.

Within the West Virginia University community, only those members individually and collectively acting on the students' educational interest are allowed access to student education records. These members include personnel in the Office of Admissions and Records, Student Affairs, including the Counseling Service, Office of Student Life, International Students Adviser, Student Financial Aid, and Career Services Center, the offices of Deans and Directors maintaining student education records, and other administrative and academic personnel within the limitations of their need to know.

At its discretion West Virginia University may provide Directory Information in accordance with the provisions of the Act to include: student name, address, telephone number, date and place of birth, names and addresses of parents, major field of study, date of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students may withhold Directory Information by notifying the Office of Admissions and Records, West Virginia University, Morgantown, WV 26506, before the close of the late registration period for the fall term.

To assure that the request for non-disclosure of Directory Information is properly processed and honored, the student should use the Official Form available in the Office of Admissions and Records. Request for nondisclosure will be honored by West Virginia University for **only one** academic year. Therefore, authorization to withhold Directory Information must be filed annually in the Office of Admissions and Records. For this purpose the academic year of West Virginia University commences with the first summer session.

The law provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels are unacceptable. The Office of Admissions and Records at West Virginia University has been designated to coordinate the inspection and review procedures for student education records, which include admissions, personal, academic, and financial files, and academic, cooperative education, and career services records. Students wishing to review their education records must make a request to the office maintaining the particular education record desired to be reviewed, listing the item or items of interest. Only records covered by the Act will be made available within 45 days of the request. Students may have copies made of their records with certain exceptions, e.g., a copy of the academic record for which a financial "hold" exists, or a transcript of an original or source document which exists elsewhere. These copies would be made at a students' expense at the prevailing rates charged at coin-operated copying machines operated by the university. Education records do not include records of instructional, administrative, and educational personnel which are in the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute, records of the law enforcement unit, student health records, employment records, or alumni records. Health records, however, may be reviewed by physicians of the students' choosing.

Students **may not** inspect and review the following as outlined

by the Act: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment, or career placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which West Virginia University will permit access only to that part of the record which pertains to the inquiring student. West Virginia University is **not** required to permit students to inspect and review confidential letters and recommendations placed in their files before January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purpose for which they were collected.

Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights, may discuss their problems informally with the Office of Admissions and Records. If the decisions are in agreement with the students' requests, the appropriate records will be amended. If not, the students will be notified within a reasonable period of time that the records will not be amended; and they will be informed by the Office of Admissions and Records of their right to a formal hearing. Students' requests for a formal hearing must be made in writing to the Associate Provost for Student Affairs who, within a reasonable period of time after receiving such requests, will inform students of the date, place, and time of the hearings. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of their choice, including attorneys, at the students' expense. The hearing panel which will adjudicate such challenges will consist of not less than three members, including at least one student member, of the West Virginia University Student Records Hearing Committee, a seven-member committee consisting of four members of the faculty and three students, appointed annually by the President of the university.

Decisions of the hearing panel will be final, will be based solely on the evidence presented at the hearing, and will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. The education records will be corrected or amended in accordance with decisions of the hearing panel, if the decisions are in favor of the students. If the decisions are unsatisfactory to the students, the students may place with the education records statements commenting on the information in the records, or statements setting forth any reasons for disagreeing with the decisions of the hearing panel. The statements will be placed in the education records, maintained as a part of the students' record, and released whenever the records in question are disclosed.

Students who believe that the adjudications of their challenges were unfair, or not in keeping with the provisions of the Act, may appeal in writing to the President of West Virginia University. Decisions made by the President may be appealed to the Chancellor and the West Virginia Board of Regents, 950 Kanawha Boulevard East, Charleston, WV 25301. Further, students who believe that their rights have been abridged may file complaints with The Family Educational Rights and Privacy Act Office (FERPA), the Department of Health and Human Services, Washington, DC 20201, concerning the alleged failures of West Virginia University and/or the West Virginia Board of Regents to comply with the act. Revisions and clarifications of this policy will be published as experience with the law and West Virginia University's policy warrant.

Annual Notice to Students of the Family Educational Rights and Privacy Act of 1974 and Notice Designating Directory Information

Annually, West Virginia University informs students of the Family Educational Rights and Privacy Act of 1974. This Act, with which West Virginia University intends to comply fully, was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with The Family Educational Rights and Privacy Office (FERPA) concerning alleged failures by West Virginia University to comply with the Act.

The West Virginia University Policy on the Family Educational Rights and Privacy Act explains in detail the procedures to be used for compliance with the provisions of the Act. Copies of the policy can be found in the offices of all Deans and Directors. The policy also is printed in the student handbook and annually in *The Daily Athenaeum*. The offices of the Deans and Directors can inform students as to the locations of all education records maintained on students by West Virginia University.

Questions concerning the Family Educational Rights and Privacy Act may be referred to the Office of Admissions and Records.

West Virginia University designates the following categories of student information as public or "Directory Information." Such information may be disclosed by West Virginia University for any purpose, at its discretion.

Category I: Name, address, telephone number.

Category II: Dates of attendance, class, previous institution(s) attended, major field of study, awards, honors (including Dean's List), degree(s) conferred (including dates).

Category III: Past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes), date and place of birth, and names and addresses of parents. Currently enrolled students may withhold disclosure of any category of information under the Family Educational Rights and Privacy Act of 1974. To withhold disclosure, written notification must be received in the Office of Admissions and Records at West Virginia University, Morgantown, WV 26506, before the close of the late registration period for the fall term. Official forms requesting the withholding of Directory Information are available in the Office of Admissions and Records. To assure that a request to withhold Directory Information will be properly processed and honored, it should be submitted on the Official Form.

West Virginia University assumes that failure on the part of any student to specifically request, on the Official Form, the withholding of categories of Directory Information indicates individual approval for disclosure.

Appendix E

Terms and Conditions of Residential Learning Community Contract

The university-owned residence halls include Arnold Hall/Apartment, Boreman South, Boreman North, Dadisman and Stalnaker on the downtown campus, J and K Apartments, Bennett, Braxton, Brooke, and Lyon on the Evansdale campus. All halls house undergraduate students. Facilities include lounges, sun decks, laundries, study rooms, luggage storage rooms, and an area dining facility. Computer sites are provided in Boreman, Arnold, Stalnaker, and Evansdale Residential Complex for residents and their guests. Most of the rooms accommodate two persons but there are also singles, triples, and apartments available.

OBLIGATION OF STUDENT

Students are obligated to abide by the terms, conditions, and regulations which govern the WVU Housing and Food Service Contract. THIS OBLIGATION INCLUDES ASSUMING

FINANCIAL RESPONSIBILITY FOR THE ENTIRE CONTRACT PERIOD.

PARTIES

This contract is made by and between West Virginia University's Department of Housing and Residence Life (referred to as West Virginia University) and the student (also referred to as Resident) signing the Contract. West Virginia University and Resident, in consideration of the terms and conditions stated in this document, do hereby agree with each other as follows:

ELIGIBILITY

Any student who is enrolled at West Virginia University may enter into this contract. Room and board is available on a combined basis for residence hall students as mandated by the Board of Trustees of the University System of West Virginia. This contract may not be transferred or re-assigned. Note: All single first-year students (including transfer students with less than 29 credit hours) are required to live in University housing. The following exceptions apply with letters of verification: (1) Students living within commuting distance who will be residing with parent(s), (2) Married students and (3) Students with children.

DURATION OF CONTRACT

(a) This contract is binding for the entire academic year or that portion of the academic year remaining at the time of occupancy. Failure to claim a key and/or ID card does not release a student from his/her contractual agreement. This housing agreement cannot be terminated except under the conditions listed in the Contract Termination and Release sections of this agreement.

(b) The Resident agrees to vacate the assigned room within 24 hours upon loss of status as an enrolled student during this contract or if Resident fails to register for credit course work. The University reserves the right to use a student's disciplinary status as a factor in providing on-campus housing.

UNIVERSITY AGREES

(a) The University will provide a room accommodation to the student for a period of one academic year (first and second semester) exclusive of vacation periods or any other period when the University is officially closed unless the Resident has specially requested the latter type housing on the Application/Contract. An additional fee will be assesed for housing provided outside of the regular contract period. Residence hall service, including access to the assigned hall and room, begins on the official Opening Day and in conjunction with New Student Orientation.

(b) The University will provide a residence hall staff in accordance with University policy to provide a living experience which compliments the academic intent of the University.

(c) The University will provide a reasonable amount of light, heat and hot water. Student rooms shall be furnished by the University with a bed, mattress, drawer space, desk and closet space.

RESIDENT AGREES

Resident agrees to pay all fees specified, to observe all rules and regulations of West Virginia University and to abide by the terms and conditions of this contract and other University publications such as **Eyes & 'Eers** and **The Mountie**. Failure to fulfill the terms of this contract may lead to termination of this agreement, removal from University-owned housing, and a review of the individual's status as a student at West Virginia University.

RATES AND PAYMENT

(a) A housing advance fee of $100.00 (for new or returning students) must be submitted along with the Application/Contract before any room assignment can be made. This advance payment will be credited to the fall semester housing invoice. (When applicable, the $100.00 is refundable if written cancellation is received in the Assignments Office by June 1).

(b) Room and board charges are payable prior to the beginning of each semester. Room assignments may be cancelled by the University if the balance is not paid by the stipulated due date or if alternate payment arrangements have not been approved by the University's Office of Student Accounts.

(c) No refunds will be made to an enrolled student who fails to return to an assigned hall/room unless the student has followed established Housing and Residence Life policies and has been officially released from his/her contractual agreement. Failure of a Resident to satisfy the financial obligations stipulated under the contract will result in a hold on registration and official records and/or eviction from University housing.

(d) Room and board fees are refundable to a student withdrawing form the University according to established University and Housing and Residence Life guidelines. A student removed for disciplinary reasons will be held accountable to 100% of room costs and 60% of the board contract.

(e) Although the University room and board contract is for the entire academic year, invoices for payment are per semester. Invoices will be mailed to the student's permanent address prior to the beginning of the academic year and in December for the spring semester.

ROOM ASSIGNMENT

(a) The University does not discriminate on the basis of race, sex, age, handicap, veteran status, religion, sexual orientation, color or national origin in the administration of housing.

(b) West Virginia University requires all first-year students to live in University housing, and on-campus housing is guaranteed to all students accepted by WVU before June 15. As a freshman or freshman-status transfer student, you are required to live in University housing as long as space is available. The University reserves the right to assign students to short-term or temporary housing according to applications and permanent space availability.

(c) Room assignments for new student will be made on a rolling basis beginning in February and according to the date that the Application/Contract is received in the Assignments Office. All assignments are made on a space available basis and, when possible, in accordance with the preferences that the student requests. Failure to honor a preference will not void the room and board contract.

(d) The University reserves the right to consolidate vacancies by requireing Resident to move from single occupancy of double/triple rooms to double or triple accommodations. The right is also reserved to change room assignments for health, safety or repair reasons, and disciplinary reasons caused by the Resident or for unresolved incompatibility of roommates.

MEAL PLAN

(a) All students residing in University residence halls are required to participate in the dining program with a 10, 15, or 19 meal plan. The number of meals per week indicate one entrance to the dining hall per meal period. Residents of Arnold Apartments/Suites are eligible for any meal plan and must contract minimally to a 5 meal plan.

(b) Once the academic year begins, a selected meal plan may be reduced only during the first two weeks of the fall semester. A meal plan may be increased at any time. To change a meal plan, students must contact the Assignments Office at 304/293-2811. Students requiring a special diet due to medical reasons must contact the Dining Service Dietitian at 304/293-5640 to inquire about meals.

CONTRACT CANCELLATION

(a) A contract for the full academic year may be cancelled and the $100.00 advance deposit refunded if the student provides a letter of cancellation on or before June 1. The advance fee will be forfeited after June 1 for the academic year and after December 1 for the spring semester.

(b) A student applying for housing for the spring semester only must cancel in writing on or before December 1 to receive a refund of the $100.00 deposit.

(c) This policy pertaining to cancellation of a housing contract pertains to first-year students and transfer students with freshman status in conjunction with the exceptions to required housing (as stated under section 2, Eligibility) or in the case of a decision not to attend West Virginia University.

(d) If a student enters into a University housing contract, but

does not cancel and is enrolled in classes as a WVU student, he/she will be held financially responsible for the contract.

WITHDRAWAL POLICY

If a student officially withdraws from the University, having obtained and completed appropriate forms from the Office of Student Life, the unused portion of the room and board will be refunded. The "unused portion" will be based on the date the Resident's belongings are removed from the room and the ID and room keys are returned

ROOM CHANGES

Room changes generally will not be made until two weeks into the semester because occupancy is being finalized during this time. The University's non-discrimination policy applies to all of housing and is inclusive of room changes (Refer to **Eyes and 'Eers** for specific room change information)

LIABILITY/RESPONSIBILITY FOR PERSONAL PROPERTY

The University does not assume legal obligation for damage, theft or loss of personal property. Residents are encouraged to obtain appropriate insurance.

DAMAGES AND UPKEEP OF FACILITIES

(a) Resident is expected to reasonably maintain his/her assigned living space relative to order, cleanliness and safety. The Resident will be held financially accountable for the repair or replacement cost of any damage to his/her room or furnishings therein. When two or more Residents occupy the same room and responsibility cannot be ascertained, the damage charge will be assessed equally among the residents.

(b) Resident agrees not to modify or allow modifications of the permanent structure of the room or other part of the building.

(c) Resident assumes responsibility for the daily care and cleaning of his/her room and its furnishings, and for maintaining acceptable sanitation and safety conditions. He/she also agrees to use all public areas in a mature and responsible manner and to help in assuming safety and cleanliness.

(d) Resident agrees not to duplicate the room key and if the key is lost (or duplicated) to immediately notify the Facility Manager's Office and to pay charges associated with key and lock core replacement.

(e) Relative to public and common area damages, where costs are substantial and responsibility is not accepted by or identified as belonging to an individual or group, charges will be determined and divided among occupants of the residence hall.

CHECK-IN AND CHECK-OUT

(a) Specific check-in information will be provided in the information sheet which accompanies the housing assignment. If a student will be checking into a residence hall after the stated arrival period, he/she will notify the Assignments Office since the University is not obligated to hold an assigned room beyond 5:00 p.m. on the first day of classes.

(b) Residents are required to vacate and remove all personal belongings from their assigned room upon termination of the housing contract. This is expected to be done within twenty-four hours of the student's last examination or his/her withdrawal from the University. When a student moves from a residence hall or when a room change is made, keys must be returned directly to the Facility Manager's Office. Failure to return keys will result in a $25 charge along with an administrative fee for replacing the lock and keys.

HOLIDAY/SEMESTER BREAKS

Students needing to remain in University housing during holiday/semester breaks will have this option available at an additional room cost. Generally, Arnold Apartments will be the location for this special service, and students are expected to indicate this need on their Application/Contract.

ROOM INSPECTIONS

Housing and Residence Life reserves the right to enter rooms without notice for purposes of (1) repairs, maintenance, facility improvements; (2) recovery of University/State-owned property not authorized for use in the assigned space; (3) fire, health and safety inspections made periodically, as well as at hall closing/vacation periods; (4) when there is reliable information that an emergency exists (including but not limited to fire, accidents, sickness, or danger to the health and welfare of Residents); and (5) when there is reliable information that a University policy is being violated.

RULES AND REGULATIONS

The residence hall policies of West Virginia Univeristy are designed to protect the individual within an environment that promotes personal and academic achievement. The following policies, procedures, and guidelines are designed to enhance your Residential Learning Community.

(a) Alcohol and Other Controlled Substances: Possession and consumption of beer, wine and other alcoholic beverages is prohibited. Dangerous drugs, narcotics and other harmful materials, as defined and prohibited by State and Federal statues, are also prohibited.

(b) Appliances: Personal electrical equipment authorized for use in the residence halls includes lamps, hairdryers, computers, radios, stereo equipment, fans, and UL approved popcorn poppers and coffee makers. Use or possession of open flame and open element appliances including toasters, hot plates, and hot pots in residence hall rooms or unauthorized areas is prohibited. Microwave ovens are not permitted in student rooms. (A microwave/refrigerator is available through a private vendor contracted with by the University.) Mini refrigerators (120 volts, 2 amps) are permitted and must be UL approved, equipped with a three prong rounded plug, and must be maintained in a safe and sanitary condition.

(c) Computer: *Data Connectivity* - Residents who wish to use HRLNET must follow certain policies and procedures contained in the Network Agreement packet available at all front desks and hall computer labs. Policies - Residents are responsible for compliance with WVU guidelines concerning computer use. Violations may result in a disciplinary action.

(d) Fire Safety: Arson or the setting of fire, tampering with or misuse of fire safety equipment (including automatic door closures, smoke detectors, sprinkler heads), fire-alarm systems, fire-fighting equipment, or building security systems is prohibited, extremely dangerous and illegal. **Immediate evacuation when an alarm sounds** is mandatory, and re-entry into a building before an alarm is silenced or staff authorization is given is prohibited. The **burning of candles and incense** is prohibited. **Tapestries** and other room decorations affixed or suspended from the ceiling, and the use of extension cords or multi-receptacle outlet with the exception of UL listed power strips with surge protectors are prohibited.

(e) Firearms/Weapons: The possession of firearms, ammunition, and any weapon including but not limited to knives, hunting bows, guns, BB guns, slingshots, paintball guns, nunchakus, or lauching devices, is prohibited in the residence halls. This also extends to any projectile objects, firecrackers, gunpowder or other explosive or similar and potentially dangerous objects.

(f) Furniture: Misuse of University property, including possession of common area furniture in student rooms is prohibited and will result in a minimal charge of $25.00 to return the property.

(g) Gambling: Gambling in the residence halls is prohibited. The conducting of any business or commercial enterprise for personal profit is prohibited in University-owned facilities unless conducted by recognized student activities and student government or under the sanction of properly designated University personnel.

(h) Harassment of Students and Staff: Physical or mental harassment which may be verbal or written, or conduct which intimidates, threatens, or endangers the health or safety of others is prohibited.

(i) Intervisitation: Guest intervisitation is defined as periods when members of the opposite sex are allowed in student's rooms. The intervisitation program is designed to afford opportunities for student growth and social development. On the other hand, policies and procedures are provided to ensure consideration of individual resident student and community needs as well as the general safety and well being for all concerned. As such, the University

Appendix E

reserves the right to modify, restrict, or revoke the privilege of inter-visitation as necessary.

Hours are as follows:

Sunday-Thursday, 10 a.m. - 12 a.m. (midnight)
Friday & Saturday, 10 a.m. - 2 a.m.

In all residence halls, **guests must be escorted** throughout the hall in order to ensure the right to a reasonable degree of privacy for each resident. **Residents are responsible for the conduct of and adherence to policies by any guests or visitors.** Inappropriate behavior and damage caused by guests becomes the responsibility of the host Resident.

Residents inviting guests/visitors should consult with their roommates concerning any possible objections.

No resident student will be allowed more than two guests at one time.

Access to restroom facilities is limited to persons of the sex residing on the floor served by the facilities. Visitors of the opposite sex are required to use authorized facilities which are located on the respective floors or in public areas of the halls.

Overnight Guests: Residents are permitted to have overnight guests (of the same sex) in the residence halls by advance arrangement through the residence hall main desk. All resident and guest must follow appropriate registration procedures, and any overnight guest requires the approval of the roommate(s). Residents must accompany his/her guest to the residence hall Main Desk and must provide a valid photo ID to the desk staff and display a guest pass upon request. Overnight guests may be registered for **no more than two consecutive nights**.

Persons who have been removed from the residence halls for any reason may not return as overnight guests following their removal.

(k) Lounges and Recreation Areas: Lounges and recreation areas are for the exclusive use of the hall residents and their guests.

(l) No Smoking: In accordance with West Virginia State Law, no smoking is permitted in any public or common areas, including bathrooms, elevators, lounges, and hallways.

(m) Pets and Water-Filled Furniture: Pets and animals of any kind (with the exception of fish kept in a maximum 10 gallon aquarium) are prohibited for health, safety and sanitation reasons. Water-Filled furniture is not permitted due to the potential problems of water damage.

(n) Quiet Hours: Residents must observe reasonable quiet hours at all times, both inside and outside the residence halls. Even when quiet hours are not in effect, the noise level must not interfere with the rights of residents who want and need to study at that time. Quiet hours are established by individual halls/floors, and minimally will be in effect from 9:00 p.m. until 8:00 a.m. the following day Sunday through Thursday. Twenty-four hour quiet hours are in effect during the last week of classes and during finals week of each semester.

(o) Roofs, Ledges: Unauthorized presence on rooftops, ledges, or areas marked for restricted access in any residence hall facility is prohibited.

(p) Security: Residence hall security is a shared responsibility of the University staff and students. The front (main) door of each hall will be secured at 9:00 p.m. with side doors locked no later than 6:30 p.m. Visitors to residence halls must enter only through the main entrance to the hall. Residents who leave by locked exterior doors are responsible for leaving the doors in a locked position. **(For reasons of safety and security, it is important that students do not engage in leaving room doors unlocked, lending keys, "propping" of doors, etc.).** Residents should always carry their University ID card and will be required to present this identification to the night staff to gain access to the residence hall.

(q) Solicitation: Door to door solicitation and operating a business within the residence halls is prohibited. See the **Eyes & 'Eers** for further details.

(r) Telephone: No collect telephone calls may be accepted or toll calls placed by a student in the resident halls. All roommates will be held accountable for equal portions of unauthorized telephone charges. Note: An administrative tracking fee will be assessed on any unauthorized long-distance bill traced to a residence hall room. Deliberate use of an unauthorized TID or PSC number constitutes fraud and may be grounds for prosecution and/or suspension from the University in addition to the assessment of an administrative fee.

(s) Theft: Theft or possession of stolen goods including the illegal possession of or damage to University property or property of a person in the residence halls is prohibited.

(t) Weight-Lifting Equipment: Weight-lifting is not permitted in individual rooms because of noise and potential damage to floors. Fitness Centers with such equipment are located on the Evansdale and Downtown Campuses.

(u) Windows, Screens, and Objects from Windows: Window screens are not to be removed under any circumstances for safety reasons. Dropping, throwing, or projecting solid or liquid objects out a window is prohibited.

Appendix F

WVU Libraries

The West Virginia University Library System supports the teaching, research, and service functions of the university. The libraries contain close to 1.3 million physical volumes and 2 million microforms. In addition, the West Virginia Collection contain over 5 million manuscript items. Some 18,000 volumes are added each year, and over 8,000 periodical titles are received. The library system consists of the Wise Library and nine branches. User may return library books to any library location across campus.

Wise Library is on the downtown campus. It houses the bulk of the collections in history, literature, and the social sciences. The Public Catalog, located in the Reference Room, contains cards for all books in all the libraries of the system. The Wise Library also contains the Rare Book Room, the government documents and map collections, and the administrative offices.

Colson Hall is across the street (University Avenue) from the Wise Library. It contains the West Virginia and Regional History Collection, the Audio-Visual Library, and the Reserve Collection Library.

Evansdale Library is on the Evansdale campus between the Agricultural Sciences and Engineering Sciences buildings. It houses collections supporting schools and colleges located on the Evansdale campus, such as Agriculture and Forestry, Creative Arts, Human Resources and Education, Engineering, Physical Education, Mineral Resources, and Computer Science.

Law Library is on the second floor of the Law Center.

Mathematics Library is in Armstrong Hall.

Health Sciences Library is on the second floor of the Health Sciences Center. It contains more than 184,000 volumes and supports the teaching, patient care, and research programs of the Schools of Medicine, Dentistry, Nursing, Pharmacy, and medical practitioners state-wide.

Physical Sciences Library is on the first floor of the Chemistry Research Laboratory. It contains approximately 40,000 volumes in the fields of chemistry, physics, geology, and astronomy.

LOAN PRIVILEGES AND RESPONSIBILITIES

Due to the variations in research demands around the campus, there is some variation from library to library regarding the circulation of periodicals and other materials. Please inquire at each branch for precise policies.

Identification. Your ID card is your library card. Your card

cannot be used by anyone other than you. A library user who is not a student or an employee of the university should inquire concerning loan privileges.

Borrowing Privileges. The loan period for undergraduate students is four weeks. Graduate research and teaching assistants and research and teaching fellows may borrow books for one semester. Faculty members may charge books out for a term for titles not in heavy demand. However, if such books are requested by a student or another faculty member, they will be recalled at the end of the normal four-week loan period. Materials placed on reserve will be called in at any time. The date due is indicated in all cases. Returning material on the date due is the responsibility of the borrower.

Bound Periodicals. Undergraduate students may charge out bound periodicals overnight beginning two hours before closing. The loan period for graduate students is two hours, and for faculty it is one day. Bound periodicals in the Wise Library Periodical Room (6th floor) may be charged out only two hours before closing for overnight use.

Microforms. The loan period for microforms containing periodicals is the same as for bound periodicals.

Current Periodicals. Because of heavy use, unbound periodicals are available to undergraduate students for use in the library only. Graduate students and faculty may charge out unbound issues for a period of two hours or overnight beginning two hours before closing.

Reservations. You may reserve a book which is in use at the time requested. You will be notified by post card when the volume is available.

Renewals. You may renew a book if it is not on hold for another borrower. When a fine is due, overdue books cannot be renewed until the fine is paid.

Material placed on reserve will normally be circulated on an overnight basis only. Rare and excessively fragile material must be used within the library.

FINES AND LOST MATERIALS

Fines are intended to encourage borrowers to return books on time so that others may use them. Thus, relatively high fines are charged for material in greatest demand. The schedule of fines is as follows:

Loans of three weeks or more: .....$ .25/day
One-day loans: $3.00/day
Two-hour and overnight loans: $1.20/hour
Overdue recalls: $3.00/day

Borrowers are responsible for all materials charged to them. In the case of lost books, the borrower is charged the book price plus a processing charge, or the maximum fine, whichever is greater. When lost books are returned, the charge is reduced to the maximum fine of $25.00 per volume. The loss of material borrowed should be reported at once. This will permit the library to order a replacement copy at the earliest possible date.

Unpaid library accounts will result in transcript or registration holds at Admissions and Records. Fines to $49.99 will cause transcript and diploma holds; fines of $50.00 or more will cause registration restrictions. Students are cautioned to avoid fines and pay them promptly when they do occur. Fines of $5.00 and over will result in revocation of borrowing privileges throughout the library system. As soon as fines are paid in full, borrowing privileges will be reinstated throughout the library system.

AUDIO-VISUAL MATERIALS

The University Library System maintains a large collection of audiovisual materials to support academic programs. The collection includes films, audio and videotapes, CDs, videodiscs, filmstrips, slides, etc. The Audio-Visual Library on the ground floor of Colson Hall contains the general media collection as well as projectors, players, and other hardware. Those who would like information about the availability of materials should call (304-293-4019) or visit the Audio-Visual Library.

The Health Sciences Library on the second floor of the Health Sciences Center maintains a media collection selected to support the academic programs of the Health Sciences Center. Information concerning availability and scheduling of media may be obtained by calling the Health Sciences Library.

RESERVE MATERIALS

Materials are placed on reserve at the request of faculty members. This is done to make sure that all students will have access to material on required reading lists. The principal reserve collection is on the first floor of Colson Hall. Most of the books are arranged on the open shelves alphabetically by course. However, some materials are kept at the desk, so be sure to inquire if you are unable to locate the items you need. In addition to Colson, special reserve collections are maintained at the Evansdale, Physical Sciences, and other libraries. Thus, books on reserve for education, agriculture or engineering will be at the Evansdale Library, those for chemistry at the Physical Sciences Library, and so on.

Reserve materials may be charged out for overnight use two hours before the library closes. They are due within one hour after the library opens the next day. Reserve materials must be returned to the library from which they were borrowed. Failure to return reserve books on time will result in a fine of $1.20 per hour for each item.

INTERLIBRARY LOANS

Books, journal articles, and other materials needed for research which are not in the library system's collection may often be secured through interlibrary loan. Requests for such loans should be made at the Reference Desk in the Wise Library or to staff members in the branch libraries.

Interlibrary loan service is dependent upon the cooperation of many libraries. More than 32 lending partners are maintained nationally. Because of the cost of the service and the conflict in demands for material, interlibrary loans should be restricted to requests which are truly important and which cannot be filled by any other means. Graduate students are encouraged to choose research topics according to the resources at hand and thus keep to a minimum the number of interlibrary loans required.

Requests for interlibrary loans should give as complete bibliographical information as possible, including the source of the reference. Materials should be used as soon as they arrive and not held for the full loan period unless necessary. Ordinarily, renewals should not be requested. Conditions of use imposed by the lending library must, of course, be fulfilled.

WEST VIRGINIA AND REGIONAL HISTORY COLLECTION

The West Virginia and Regional History Collection is on the second floor of Colson Hall. The collection contains books, periodicals, recordings, archives, manuscripts, photographs, realia, and other items relating to the history and development of West Virginia and Appalachia. It is by far the largest and richest collection on West Virginia history in existence. Because of their variety and value, items in the collection must be used in the building and do not circulate. Most of the printed material in the collection can be located through the public catalog. There are also guidelines to the manuscript and other collections. However, do not hesitate to ask one of the staff members for assistance if you do not find what you need.

WISE LIBRARY

Reference Department. The Reference Department of Wise Library is an excellent place to begin any research project, to find a fact, or to find a book to enjoy. Probably the most important asset in the Reference Department is its knowledgeable, friendly, and enthusiastic staff. If you're having trouble finding the information you need, it is most likely one of the librarians or other staff members will be able to help you.

The Reference Room can often be a busy place with many students and professors conducting their preliminary library research. It's not the best place in the universe for quiet study. The librarians and support staff may appear to be busy or engrossed in some project. Please don't ever let that stop you from asking for help. Your questions and your needs are just as valid and important as anyone else's. And don't ever, ever think that your question will

Appendix F

sound stupid. They've already heard them all! All of you came to WVU with differing levels of expertise in using a library. If you get stuck, it's the librarians' job to get you unstuck and teach you a few new search tips and tricks that you will be able to use for the rest of your life.

Okay, now on to the nuts and bolts of just what's in the Reference Room. The most popular tools are the 23 new computers with giant monitors and a lightning fast, fiber optic connection to the Internet. The computers are configured mainly for library research. Sorry, you can't do email, access chat lines, or type a paper on those machines. You can do that in the other computer labs described elsewhere in *The Mountie*.

The WVU Libraries subscribe to over 70 electronic databases which are accessible on these computers either through our local area network or through the Internet. The databases cover a wide range of subject areas:

Arts & Humanities
Engineering and Technology
Physical Sciences
Biology & Agriculture
General Reference
Public Affairs & Law
Business & Economics
Health Sciences & Medicine
Social Sciences
Education

Some of the databases are full text which means that a portion of their content is from actual magazines and journals. You may print your results on one of the networked laser printers. Some of the databases contain only indexing and abstracting.

Libraries are rich sources of information, much of which is still and only available in print. In fact, in the Reference Room alone there are nearly 9000 reference books. If you are unable to locate statistics, demographics, and other factual data, ask one of the librarians to point you in the right direction. Of course, the Internet is also a vast, sometimes incredible, growing and evolving information source. The Internet has lots of valuable information, but it's important to assess the credibility of the information.

If you'd like to visit the WVU Libraries newly updated web site, check it out at: http://www.libraries.wvu.edu/

Periodical Reading Room. The periodical reading room is up the stairs to the left of the Circulation Desk. Current issues of magazines are arranged alphabetically by title on the open shelves; those not on the shelves may be obtained from the stacks and upon request at the desk. Daily newspapers are on racks and in the adjoining room are bound volumes of the last ten years of the most heavily used periodicals. Adjacent to the desk is the online public catalog, MountainLynx Plus, (as well as access to a variety of electronic databases) which provides holdings, location, and call number information for most materials in the library system. There are additional terminals in all Reading Rooms and at all branch libraries.

All volumes in the Bound Periodical Room may be charged out for overnight use two hours before the library closes. They are due at 10:00 a.m. on the following weekday, 11:00 a.m. on Saturday, or 3:00 p.m. on Sunday. Failure to return them on time and to the Periodical Room results in a fine of $1.20 per hour.

Appalachian Room. The Appalachian Room is on the sixth floor just outside the entrance to the Periodical Room. The room contains much of the library's extensive collection concerning the Appalachian Region. Most of the books may be borrowed for the regular loan period and are charged out and returned to the Circulation Desk in the lobby.

Government Documents & Microforms. The University Libraries are a regional depository of the U.S. Government documents. This means that the libraries receive a copy of all government publications available for distribution through the Government Printing Office. The depository items are housed in Wise, Evansdale, Health Sciences, Law and Physical Sciences Libraries. Approximately 40% of the collection can be found in the libraries' online catalog. The rest of the publications are arranged by Superintendent of Documents Classification number. The bibliographic records of depository items published since 1976 can be found by using MarciveWeb Docs which is on all libraries' computer workstations.

WVU Libraries became a West Virginia state depository in January 1996. The libraries receive two copies of all documents published by the state government agencies distributed through the State Publications Clearing House in Charleston. These documents are located in the Government Documents & Microforms Department in Room 302 of the Wise Library. Selected documents have been cataloged and can be found by using the Libraries' online catalog. Some documents are shelved alphabetically by agency in the Department.

If you'd like to visit the Government Documents & Microforms web site, check it out at: http://www.libraries.wvu.edu/libraries.htm

Copy Services. The libraries support and maintain up-to-date copy machines in all libraries.

Carrels. There are 100 carrels (study desks) in the stack area available for use by students and faculty. Upon application, the Circulation Librarian assigns numbered carrels for one term. Information on the special forms and policies for charging books to carrels is available at the Circulation Desk.

Map Library. The Map Library is a unit of the Government Documents & Microform Department. It is located in White Hall room G-3 and G-4, and is open from 1:00 to 5:00 p.m. Monday through Friday. US Geological Survey Maps constitute the greater part of the collection. All maps except the WV topographic maps can be checked out for two weeks.

Microforms. Located in the back half of the Government Documents Department in the south wing of the building is the microforms collection. It is a collection of newspapers and magazines on microfilm, government documents on microfiche, and a variety of research collections on microcards. Modern equipment necessary for reading and copying these materials is housed here. Indexes are available for access to many of the microform holdings and a staff member should be consulted for information.

LIBRARY HOURS

Hours for the Wise Library during regular sessions are given below.

Holiday, summer, and university recess schedules will be posted at each library.

Wise Library Hours	Telephone Numbers	(all 293 prefix)
Regular Sessions	Audio-Visual Library (Colson)	4019
Mon.-Thurs.	Evansdale Library	4696
8:00 a.m.-midnight	Law Library	5309
Friday	Wise Library	4040
8:00 a.m.-l0:00 p.m.	Acquisitions	X4020
Saturday	Circulation	X4010
9:00 a.m.-6:00 p.m.	Dean's Office	X4000
Sunday	Interlibrary Loans	X4650
1:00 p.m.-11:00 p.m.	Library Systems and Automation	X4015
	Periodicals	X4060
	Reference	X4040
	Gifts and Exchange	X4020
	Photoduplication	X4009
	Math Library	6011 X2480
	Health Sciences Library	2113
	Music Library	4505 X3199
	Physical Sciences Library	3420
	Reserve (Colson) Library	2640
	West Virginia Collection	3536

Appendix G

WVU Policy on Sexual Harassment

WEST VIRGINIA UNIVERSITY
POLICY AND PROCEDURE REGARDING
SEXUAL HARASSMENT
FEBRUARY 1995

I. POLICY STATEMENT

West Virginia University is committed to providing faculty, staff, and students with a work and educational environment free from all forms of sexual harassment. Therefore, sexual harassment, in any manner or form, of students and employees of West Virginia University is a violation of university policy and expressly prohibited.

All faculty, students, and staff of the university are expected to:

- engage in conduct that meets professional standards;
- remain sensitive to the effect of their actions and words on others;
- take appropriate action to prevent sexual harassment;
- avoid behavior that might be construed as sexual harassment; and
- acquaint themselves with this policy.

Those in positions of supervisory authority have a special responsibility to discourage sexual harassment and to implement and enforce this policy. Violators of this policy are subject to disciplinary action that may include sanctions as severe as discharge of an employee or expulsion of a student. In addition, acts of sexual harassment that constitute sexual battery or other violations of criminal law will be referred to the appropriate authorities for prosecution.

II. LEGAL BASIS

Sexual harassment is prohibited by:

- The 1980 Equal Employment Opportunity Commission interpretive guideline of Title VII of the Civil Rights Act of 1964.
- A policy statement by the Office of Civil Rights interpreting Title IX of the Educational Amendments of 1972.
- West Virginia Human Rights Act
- Board of Trustees' Policy Bulletin No. 9: *Policy Regarding Sexual Harassment.*

III. ACCOUNTABILITY

Under the President, the Director of Affirmative Action and Equal Opportunity (AA/EO) Programs, through the Executive Officer for Social Justice, shall ensure compliance with this policy. The Director of Affirmative Action and Equal Opportunity, in conjunction with the Deans and Vice Presidents, shall implement this policy.

IV. DEFINITIONS

Sexual Harassment:

Consistent with Policy Bulletin No. 9 and guidelines promulgated by the United States Department of Education, West Virginia University uses the EEOC definition of sexual harassment:

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

(1) submission to such conduct is an explicit or implicit condition of employment;
(2) submission to or rejection of such conduct is used as the basis for employment decisions; or
(3) such conduct has the purpose or effect of:
  (a) unreasonably interfering with an individual's work or educational performance; or
  (b) creating an intimidating, hostile, or offensive work or educational environment.

Consensual relationships may include amorous or romantic relationships and conduct which passes beyond a platonic relationship.

V. POLICY

A. REQUIREMENTS:

1. WVU prohibits sexual harassment by any faculty, staff, or student. The university is committed to creating and maintaining a work environment for all university personnel and students that is free of inappropriate and disrespectful conduct and communication of a sexual nature. The university will not tolerate conduct of a sexual nature that interferes with an individual's work performance or creates an intimidating, hostile, or offensive working or learning environment.
2. In determining whether the alleged conduct constitutes sexual harassment, consideration shall be given to the record as a whole and to the totality of the circumstances, including the nature of sexual advances and the context in which the alleged incident(s) occurred.
3. Listed below are examples of verbal and physical conduct that may constitute sexual harassment. This type of conduct may occur not only between faculty/students or supervisor/employee of different sexes, but also between student/students, faculty/faculty, staff/staff, and people of the same sex. Examples of conduct that may be considered sexual harassment include the following:
   - Pressure, subtle or overt, for sexual favors, accompanied by implied or overt threats concerning one's job, grades, letters of recommendation, or physical well-being;
   - Insults, humor, jokes, and/or anecdotes that belittle or demean an individual's or a group's sexuality or sex;
   - Unwelcome comments or inquiries of a sexual nature about an individual's or a group's sexuality or sex;
   - Inappropriate displays of sexually suggestive objects or pictures which may include, but are not limited to, posters, pin-ups, and calendars;
   - Unauthorized entering of rest rooms and other locations reserved for the exclusive use of the opposite sex;
   - Unnecessary and unwelcome touching, such as patting, pinching, hugging, or repeated brushing against an individual's body; and
   - sexual assault.

B. CONSENSUAL RELATIONSHIPS

Although the university acknowledges that consensual relationships are within the realm of individual privacy, it is necessary to advise that these relationships, particularly those occurring between supervisors and staff members, or faculty members and students, can lead to circumstances which can be interpreted as sexual harassment.

C. STUDENT-TEACHER RELATIONSHIPS

The university views as inappropriate any amorous relationship involving a teacher and student where the teacher has authority, influence, or responsibility with regard to that student. Persons engaging in such conduct may be subject to disciplinary action.

D. SUPERVISORY-EMPLOYEE RELATIONSHIPS

The university views as inappropriate any amorous relationship involving an executive, manager, or supervisor and a staff employee where the superior has authority, influence, or

responsibility with regard to that employee. Persons engaging in such conduct may be subject to disciplinary action.

E. CONFIDENTIALITY

The confidentiality of all parties involved in a sexual harassment charge shall be strictly respected insofar as it does not interfere with the university's obligation to investigate allegations of misconduct and to take corrective action.

Oral Inquires to the AA/EO office:

Oral questions and inquiries regarding possible harassment may or may not include the target's or harasser's name. The AA/EO office staff will discuss the situation with the individual and recommend steps the complainant may take toward resolution of the problem, or may refer the inquirer to other appropriate sources of assistance. The AA/EO office does not conduct investigations of oral inquiries, but if requested by the complainant, may act as a mediator or may consult confidentially with the person at whom an oral complaint is directed.

F. DISHONEST OR FRIVOLOUS COMPLAINTS

If the allegations of sexual harassment are not substantiated, all reasonable steps shall be taken to protect the reputation of the accused. Moreover, if the complainant is found to have intentionally or maliciously been dishonest or frivolous in making the allegations, the complainant shall be subject to appropriate disciplinary action.

VI. COMPLAINT PROCEDURES

A. Requirement for Filing Complaints

a. Any applicant for employment, current or former employee, or student (herein referred to as complainant) at WVU may file a discrimination complaint with the AA/EO office.

b. A complaint may be filed with the AA/EO office without first discussing the issues with any other university official. However, it is encouraged that individuals first attempt to resolve the complaint by bringing the issue to their supervisor or next level supervisor.

c. A complaint should be filed within 30 days following the alleged discriminatory act, or the date on which the complainant knew or reasonably should have known of said act.

d. The complaint must be filed with the AA/EO Social Justice Office.

B. Further Provisions on Time Limits

All of the time limits contained within this complaint procedure may be extended with the approval of the Affirmative Action Officer or his/her designee.

C. Discrimination Complaints Filed with Other WVU Departments or Units

Any complaint relating to discrimination on the basis of age, color, disability, national origin, race, religion, sex (including sexual harassment), sexual orientation, or veteran status that is filed with another WVU department or unit shall be referred to the AA/EO office within twenty-four hours, or the next working day.

D. Responsibilities:

1. The employee, job applicant or student is responsible for:
   a. Whenever possible attempting to resolve complaints through an immediate supervisor or next level supervisor. If such discussions fail to resolve the complaint, the complainant may seek a review of his/her complaint in accordance with the steps outlined below.
   b. Contacting the AA/EO office for advice and/or counseling if there is a concern about being discriminated against or harassed, and
   c. Filing a discrimination complaint with the AA/EO office if the situation remains unresolved.
2. The AA/EO office is responsible for:
   a. Receiving a complaint and assisting the complainant in defining the charge and completing the complaint form.
   b. Apprising the person(s) named in the complaint (herein referred to as the respondent) and his/her administrative office of the allegation and notifying them that no retaliation may occur.
   c. Assisting the individuals named in the complaint in interpreting the charge.
   d. Obtaining a response to the complaint within ten (10) working days after receipt of the allegations.
   e. Upon receipt of the response from the respondent named in the complaint, investigating the complaint further if necessary and appropriate. The AA/EO office shall have access to all necessary documents, the right to interview witnesses, and the ability to bring together the complainant and respondent, if desirable.
   f. Upon completion of the investigation, issuing a finding on the case to all individuals named in the complaint within twenty (20) working days. If the evidence supports a finding that there is no basis for a charge of illegal discrimination, the AA/EO office shall indicate this conclusion to the complainant and advise him/her that the case is closed.
   g. Making recommendations for the resolution of the complaint if unlawful discrimination is found, and
   h. Monitoring the recommendations for implementation, and seeing that appropriate action is taken without retaliation against the complainant or respondent.
3. The respondent is responsible for:
   a. Providing a response to the charge within ten (10) working days after receipt of the charge.
   b. Taking no retaliation or reprisal against the complainant, others related to the complainant, or persons involved in the complaint investigation.
4. The respondent's supervisor is responsible for:
   a. Providing a response to the AA/EO office within seven (7) business days of the action taken with reference to the AA/EO recommendations.
   b. Taking no retaliation or reprisal against the complainant, others related to the complainant, or persons involved in the complaint investigation.

This policy does not prohibit the employer from taking disciplinary action in appropriate circumstances.

VII. RESPONSIBILITIES

1. The director, manager, or supervisor is responsible for:
   a. Consulting with the AA/EO staff as quickly as possible and before taking any action, but preferably within five (5) working days after knowledge of the situation when he/she is aware of a problem where sexual harassment is suspected or alleged.

      Even if the nature or gravity of the alleged sexual harassment is not entirely clear to the supervising authority, it nevertheless must be reported. The report may be verbal but must include:
      - the names of the complainant and alleged harasser,
      - date of incident(s),
      - the nature of harassing actions, and
      - the department(s) in which the parties are located.

   b. taking no action on an alleged sexual harassment problem without prior consultation with the AA/EO office except in situations which may require immediate action.
   c. reporting a sexual harassment problem requiring immediate intervention by the university to the AA/EO office that same day. In the case of evenings, holidays, or weekends, the AA/EO office is to be advised on the next working day.
2. The employee, job applicant, or student is responsible for: bringing questions about procedures, seeking informal advice, or presenting a complaint if alleged sexual harassment has occurred or is suspected to his/her immediate supervisor and/or the AA/EO office.
3. The AA/EO office is responsible for:
   a. acting as a sounding board for the supervisor's plan of action or advising the supervisor on appropriate resolutions within the reporting department or unit.

b. providing advice and guidance in response to oral inquiries regarding possible sexual harassment.
c. investigating formal complaints involving sexual harassment and reporting findings and recommending solutions and/or disciplinary action to the person responsible for the department in which the harassment occurred.

Performed by	Action Taken
Employee, Student or Job Applicant	1. Seeks information or advice or presents complaint to supervisor or his/her supervisor and/or AA/EO office.
Supervisor, Dean, Vice President, or Designee	2. Consults with the AA/EO office before taking any action, but within five (5) working days after knowledge of the situation.
	3. Discusses situation with the alleged harasser and takes appropriate action.
AA/EO Office	4. Provides advice and/or guidance and/or discusses situation with alleged harasser and/or Dean, Vice President or Designee.
Employee, Student, or Job Applicant	5. Files a formal complaint with the AA/EO office within thirty (30) days of the objectionable behavior if informal procedures were not utilized or the situation remains unresolved.
AA/EO Office	6. Informs alleged harasser of the allegations and investigates complaint.
Alleged Harasser	7. Responds to sexual harassment allegations.
AA/EO Office	8. Identifies appropriate solutions and/or disciplinary action and reports recommendations to person responsible for department in which harassment occurred, should cause to support the complaint be found.
	9. Notifies the complainant of findings and of action taken to remedy the situation.
	10. If the complaint cannot be sustained, informs all parties in writing and closes the case.

Appendix H

West Virginia University Policy and Procedures on Sexual Assault

West Virginia University is committed to providing its students with a campus environment free of sexual offenses. West Virginia University does not tolerate sexual assault in any form.

Legal Basis: *West Virginia University is required by law to establish a campus sexual assault program to prevent sex offenses and develop procedures to follow when a sex offense occurs. The Higher Education Amendments (HEA) of 1992 impose new requirements for preventing, reporting, and investigating sex offenses that occur on campus. Each institution must use the definitions of a forcible or non-forcible sex offense used in the Federal Bureau of Investigation's Uniform Crime Reporting System, as amended by the Hate Crime Statistic Act.*

Sex offenses, forcible, are any sexual acts directed against another person, forcibly and/or against that person's will, or not forcibly against a person's will where the victim is incapable of giving consent (FBI). Sexual offenses, forcible, include sexual assault, acquaintance rape, sodomy, sexual assault with an object, and fondling.

Non-forcible sex offenses include unlawful non-forcible sexual intercourse (FBI). These include incest and statutory rape.

The maximum sanction for having committed forcible or non-forcible sex offenses is expulsion.

What is Sexual Assault?

Sexual assault is defined as sexual intercourse and/or sexual intrusion with another person without the consent of that person. Lack of consent may result from forcible compulsion or incapacity to consent. The following definition from West Virginia State law has been accepted by West Virginia University: A person is determined incapable of consent when such person is less than 16 years of age; or mentally defective; or mentally incapacitated; or physically helpless. Such sexual offenses may be against the person's will or not against the person's will where the victim is incapable of giving consent.

West Virginia University policy also recognizes that sexual assault may occur against a victim who has willingly taken a controlled or intoxicating substance. If the sexual contact occurs after the victim has become temporarily incapable of appraising or controlling his or her conduct, such contact is sanctionable under the WVU Code of Student Rights and Responsibilities as a sexual offense. Additionally, and separate from the disciplinary action of the university (up to and including a finding of guilt), a perpetrator may be brought to trial under West Virginia state law and subject to action as directed by the court.

WVU Sexual Assault Optional Resources

Medical:

- Ruby Memorial Hospital (304)598-4171 (Within 72 hours of assault, Rape Evidence Collection)
- University Health Service (304)293-6972 (Examination for trauma, STDs, pregnancy)

Report:

- Campus-Department of Public Safety (304)293-3136
- City-Morgantown Police Department (304)284-7522
- County/State-Sheriff's Office (304)291-7260
- Rape and Domestic Violence Information Center (304)292-5100
- University (WVU)-Sexual Assault Education/Prevention Program (304)293-6972

Support Services:

- Rape and Domestic Violence Information Center (304)292-5100 (Hotline 24-hour advocacy)
- University Health Services (304)293-2311 Ext. 1 (medical, psychiatric resources)
- Dean of Student Life (304)293-5611
- Monongalia Health Department (304)598-5100 (free, confidential testing for sexually transmitted diseases, including HIV)
- University Advising Center (304)293-5805 (academic advising)
- University (WVU) Sexual Assault/Education Specialist (304)293-1356
- WVU Student Assistance Program (304)293-6972
- WVU Carruth Counseling and Psychological Services Center (304)293-4431
- Residence Life (resource for changes in living arrangements) (304)293-5079

Sexual Assault Procedures:

The following procedures relating to allegations of rape, acquaintance rape, sexual assault, sexual abuse, and all sex offenses, forcible or nonforcible, are adhered to in all West Virginia University judicial hearings as described in the West Virginia University Code of Student Rights and Responsibilities.

If you are accused of a sexual assault/offense or if you are

accusing another student of a sexual assault/offense, you should be aware of the following student rights and responsibilities as they relate to hearings conducted by the WVU Committee on Student Rights and Responsibilities:

1. The accuser and the accused are entitled to the same opportunities to have an adviser present during such disciplinary hearing. Advisers may consult with the accused or accuser, whomever they accompany, but may not speak directly without permission of the Chair.
2. Students have the option to notify proper law enforcement authorities, including on-campus and local police, and the option to be assisted by campus authorities in notifying these authorities, if the student chooses to do so. In cases involving the potential for suspension or expulsion, the accused and the accuser may arrange at their own expense for legal counsel to be present in an advisory capacity at the hearing. Such counsel may consult with the accused or accuser, whomever they accompany, but may not speak directly at the hearing. The WVU Office of Judicial Programs must be notified within 48 hours of the hearing if legal counsel is to be present.
3. Both the accused and the accuser shall be informed of the outcome of such a judicial hearing, including the findings and any sanctions.

Initiating Protocol

A. Immediate Medical Care and Treatment

Any student who feels he/she has been sexually assaulted and requires medical attention is encouraged to contact the SEXUAL ASSAULT EDUCATION/PREVENTION OFFICE at (304) 293-6972 OR (304)293-1356.

Department of Public Safety .....(304)293-3136
Ruby Memorial Hospital.....(304)598-4171
University Health Services .....(304)293-2311
Morgantown Police Station.....(304)284-7522
(off campus)

All conversations and both informal and formal proceedings having to do with a complaint of sexual assault are kept confidential. Campus professionals providing medical and judicial services are sensitive to the importance of confidentiality in these matters. The sooner a sexual assault is reported, the easier it is to collect valuable evidence and initiate support services for the victim. Within 72 hours of the assault, the medical evaluation and rape evidence exam are available through Ruby Memorial Hospital. Students who choose to have this service can have their billing for this procedure paid for by University Health Service. To facilitate evidence collection the victim:

- should not bathe or douche
- should not eat or brush their teeth if oral contact has occurred
- should place soiled clothing in a paper bag (plastic bags destroy crucial evidence) to be taken to the emergency room or police department

The University Health Service is also available for medical evaluation. Medical attention is crucial for assessing internal injuries, sexually transmitted diseases, and possible pregnancy. University police may transport the victim to the hospital for medical attention. If the victim does not want to contact the police, a friend or relative may transport the student to the hospital. When the victim arrives at the emergency room, the hospital will offer to call the Rape and Domestic Violence Information Center (304-292-5100) to arrange for a volunteer advocate to accompany the victim throughout the exam if she/he chooses.

If the assault takes place off campus, the Morgantown Police Department (304-284-7522) is available to facilitate this process with the victim.

The victim is strongly urged to seek appropriate medical attention. It is crucial in assessing possible injuries, as well as in collecting medical evidence should the victim choose to prosecute. Police will be contacted by the hospital to take possession of evidence collected while the victim makes a decision whether to pursue charges or not. Follow-up medical services can be arranged through the University Health Service.

B. Reporting

All victims of sexual offense are encouraged to report the incident to the University Sexual Assault Education and Prevention Program at (304)293-6972 or (304)293-1356. Regardless of whether the victim chooses to immediately involve law enforcement officials, the victim is strongly urged to seek medical attention. A student may also choose to file a report with the Office of Student Life. The student will have the opportunity to discuss the report and determine whether there is a reason to believe a student conduct code offense has occurred. At this same time, judicial procedures will be reviewed, and the possible options a victim can pursue toward the resolution of the complaint will be explored.

When it is determined that there exists sufficient reason to believe a violation of the student code has occurred, disciplinary procedures maybe initiated.

A student filing a report of sexual offense occurring in the residence halls will meet with his/her resident assistant or resident director to discuss this report and determine if a violation of policy has occurred. At the appropriate time, the University Housing and Residence Life judicial process will be explained. Also, it will be determined whether the severity of the report warrants further discussion of this incident and whether it should be referred to the Office of Student Life for further review.

Sexual offenses of any form will not be tolerated. Possible sanctions for sexual assault or other sexual offenses by the institution following an on-campus disciplinary hearing are as follows:

- Housing and Residence Life may issue a variety of sanctions specifically related to residence hall living ranging from letters of warning to termination of the student's housing contract and referral to the Student Life Office for further action.
- Student Life may take actions ranging from issuing a letter of warning to the expulsion of the student. In instances where student organizations are involved, these organizations can have sanctions taken against them.
- The university police will refer the incident to Student Life or Residence Life after conferring with the county prosecuting attorney and/or they may also obtain arrest warrants and seek prosecution under state statue.

Violations of the University Policy and Procedures on Sexual Assault by its faculty, employees, and students are also subject to disciplinary measures.

C. Follow-up Support Services

Support services are available whether the victim chooses to report the assault to law enforcement or not. Research indicates that follow-up support efforts are of significant benefit to a victim/survivor of sexual assault.

Dissemination: Education; Training

The Sexual Assault Education and Prevention Program was created in 1987 to increase awareness, encourage prevention, provide a resource center, and offer information and assistance for survivors of sexual assault and their families. There are many videotapes, books, brochures, and periodicals available for viewing. There are also several special events that focus on the issues of sexual offense. For more information, please call (304)293-6972 or (304)293-1356.

When a sexual assault victim makes contact through the Sexual Assault Education and Prevention Program, the victim will automatically be assigned an advocate.

The advocate will provide:

1) initial crisis intervention services and
2) information on options for further assistance and reporting, including:
   - right to confidentiality
   - medical and emotional support
   - academic intervention
   - contact with law enforcement authorities and the university conduct system
   - physical protection, relocation, relocation of, or other limitations on the reported perpetrator(s), if known
   - support with/for significant others and friends

The advocate will obtain written consent from the assault victim in accordance with his/her wishes for the release of any information on the assault. The victim will be advised not to make contact with the alleged perpetrator(s).

Appendix I

West Virginia University Policy on AIDS (Effective December 1992)

Introductory Note:
This policy should be read in conjunction with the AIDS/HIV Resources and Information Bulletin, available from the Office of Student Affairs or individual deans and directors. The Resource and Information Bulletin offers advice on issues that are often raised in campus settings. It was adopted from similar material developed at the University of California at Berkeley and Ohio State University. Actual decisions will be governed by this policy. It is hoped the following policy statement will facilitate a reasoned response to this most serious public health challenge.

Coverage and Application:

The following policy applies to WVU students, student applicants, employees, or employment applicants with actual or perceived AIDS/HIV infection or other disability which substantially limit(s) one or more of his or her major life activities.

(Note: Hereinafter, and for ease of expression, employees will mean faculty, faculty equivalents, classified, and nonclassified staff at WVU.)

Purpose:

The university reaffirms its human resources development commitment that stresses respect for individuals' confidentiality of information and their personal goals and objectives, regardless of their personal afflictions or disabling conditions. It also recognizes that such persons may wish to maintain their student or employee status for as long as their medical condition allows. To this end, the university will refer to this policy in analyzing and responding to each person's condition and circumstances in determining the extent to which the person can remain associated with the university.

Applicable Laws and Regulations:

The university will apply the same handicapped statutes, policies, procedures, and regulations to students, student applicants, employees, and employment applicants with AIDS/HIV infections as are applied to persons with other disabling conditions. Where applicable, the university will adhere to health and safety laws, public health laws, and other appropriate requirements governing the control and prevention of communicable and infectious diseases. The university recognizes its duty to provide an environment which is free from recognized hazards which cause, or are likely to cause, death or serious physical harm or serious illness. The university prohibits and will not tolerate harassment or unlawful discrimination toward an HIV-infected employee or student. University health care and allied health care faculty, staff, students, and residents who have HIV infection are restricted from performing invasive procedures which create a risk of transmission of HIV infection to others.

Medical Consultation

The University Health Service can provide medical evaluation and consultation and will arrange for evaluation outside the university upon request of the individual involved.

Reasonable Accommodation

Where applicable, and under the meaning of reasonable accommodation as specified by law, the university will reasonably accommodate the environmental restrictions or medical limitations of the afflicted person, provided the individual can perform the essential functions of his or her normal responsibilities with the accommodation. All accommodations will be considered on an individual basis.

In determining the reasonableness of any accommodation, the required university investment will be weighed with the projected benefits obtained by the individual and the university community. The Office of the Americans with Disabilities Act Coordinator will serve as the major resource on reasonable accommodation and related matters for affected employees and employment applicants.

AIDS/HIV Information

The university will be guided by contemporary scientific and medical information and recommended precautions in making decisions related to reasonable accommodation, student and employee retention, and other related matters.

Medical Determination and Administrative Decisions:

The deans and directors will render the final decision on AIDS/HIV-related matters after consultation with the Associate Provost for Student Affairs in student matters; the Provost and Vice President for Academic Affairs or Vice President for Health Sciences in faculty matters; and the Vice President for Administration and Finance on classified and nonclassified staff matters. Decisions are subject to the usual appeal procedures.

Confidentiality of Information

Recognizing the need for confidentiality, the university will be guided by relevant state and federal privacy laws, university policies and procedures, the Health Sciences Center AIDS Policy, and disease reporting requirements of the County Health Department and the State Department of Health and Human Resources.

Information, Education, and Training

The university recognizes its commitment to education and pledges to support a comprehensive plan for AIDS/HIV education.

Questions:

Students, faculty, administrators, or staff who have questions about the implementation of the university's policy on AIDS/HIV or who seek other information on this issue should contact an AIDS Education Specialist, University Health Service, (304)293-6972.

Appendix J

Non-Sufficient Funds Check Policy/Service Charge

Payments of tuition, fees, and other charges by check, draft, or order are subject to WVU's Non-Sufficient Funds Check Policy. Policy is subject to change. A copy of the policy is available in the Office of Student Accounts (formerly Revenue and Loan Services).

A service charge of $15 is collected on each check returned unpaid by the bank upon which it was drawn. Service charge on unpaid returned check(s) is subject to change in accordance with state law.

A returned check, draft, or order against a closed account or

an account with insufficient funds (NSF) written to the university is in violation of civil law and, in certain situations (checks written over $200), criminal law. The university considers a returned item to be the same as nonpayment with the same consequences. If collection efforts made by the Assistant Controller in the Office of Student Accounts do not result in full reimbursement to WVU for the check and the NSF check fee(s), the manager will initiate action causing the student to be administratively withdrawn from the university. The withdrawal action will remove the student from the university class rosters, will cancel all student privileges, and will cause the student to be evicted from the residence halls (if applicable). If after thirty (30) days the returned item has not been collected upon, collections may be forwarded to a collection agency. Reinstatement of the above withdrawal process may occur only through an appeal process involving the Associate Provost for Student Affairs (through the Dean of Student Life) and the Controller (through the Assistant Controller, Office of Student Accounts). Upon the filing of an appeal, the administrative withdrawal and/or the eviction shall be stayed pending the outcome of the appeal. Appeals must be filed in writing with the Dean of Student Life within ten (10) calendar days of the date of receipt of the notice of administrative withdrawal. In addition, the Office of Student Accounts will place a hold on the student's records at Admissions and Records. The hold will prevent processing of future registrations, requests for transcripts, and diploma as long as it remains in effect.

Appendix K

Financial Aid Office
Academic Progress Guidelines

The following policy is effective for semesters beginning on or after Summer II Session 1998.

An academic year consists of a Fall/Spring Semester combination - i.e. Fall Semester 1998 and Spring Semester 1999.

Students must be eligible to continue in their degree program and must make satisfactory academic progress towards obtaining a degree.

Academic progress standards will be measured at the completion of each Spring Semester and the new status is effective with the following Summer II Session.

Requirements
Part-time and Full-time Undergraduate & Graduate Students

(1) Must successfully complete at least 70% of all hours attempted. Hours attempted includes courses with a grade of "W", "I" or "F" and all accepted transfer hours.

(2) Must maintain the following minimum cumulative GPA:

Freshman (1-28 hours)	1.6
Sophomore (29-58 hours)	1.9
Junior/Senior (59 hours or more)	2.0
Graduate	2.25

Probation & Suspension

A student who fails to meet the above criteria for the *first time*, will be placed on *probation* and is eligible to receive Title IV aid for the next enrollment period, i.e. Summer II Session, Academic Year & next Summer I Session. The student must meet or exceed the standards listed in Items 1 and 2 by the time academic progress standards are next measured (at the end of the following Spring Semester). Failure to meet or exceed the academic progress standards for subsequent enrollment periods will result in *suspension* from financial aid eligibility until such time as the student fulfills the requirements listed in Items 1 and 2 (see Regaining Eligibility). During a period of *suspension*, the student is not eligible to receive Title IV aid.

Forgiveness

After at least 336 consecutive days of non-enrollment at West Virginia University, a student may be re-instated *on probation* for one academic year. At the end of that year, the student should be meeting the requirements in items 1 and 2 or show considerable academic progress during the probation period by completing 80% of all hours attempted and earning semester GPA's of no less than 2.0.

Regaining Eligibility After a Period of Suspension

Students who meet or exceed the academic progress requirements after a period of suspension will regain their eligibility for financial aid with the following Summer II Session based on the scheduled measurement of academic progress at the end of the Spring Semester.

Time Frame

Undergraduate financial aid applicants (including transfer students) enrolled in a four year degree program have a maximum of 180 credit hours attempted of undergraduate work to complete their bachelor's degree requirements. Undergraduate applicants enrolled in a legitimate five-year degree program have an additional 32 credit hours to complete their degree.

Students pursuing a *second* bachelor's degree will have an extension of 96 credit hours attempted beyond the maximum 180 credit hour limit to complete their *second* bachelor's degree.

Graduate financial aid applicants enrolled in a Master's degree program have a maximum of 54 credit hours attempted to complete their degree requirements while those enrolled in a Doctoral degree program have a maximum of 108 credit hours attempted (including Master's degree work).

Professional students will be considered to be making satisfactory progress as long as they continue in their degree program.

Appeal Procedures

Applicants denied financial aid due to failure to meet academic progress requirements are entitled to appeal that decision. Appeals must be made in writing within 10 days of the notification date and should detail any extenuating circumstances that may have affected the applicant's academic progress. Initial appeals should be addressed to: Financial Aid Office Appeals Committee, West Virginia University, PO Box 6004, Morgantown, WV 26506-6004. Applicants will be notified in writing of the decision of the Financial Aid Office Appeals Committee within one month of the date the appeal is received. Applicants not satisfied with the Appeals Committee decision, may submit a written appeal to the next level of review. The levels of review in sequential order are:

1. Financial Aid Office Appeals Committee
2. Director of Financial Aid
3. Financial Aid Policy Committee, c/o Vice President for Student Affairs
4. Office of the President

Appendix L

West Virginia University
General Calendar 1999-2000

FIRST TERM

Wednesday, Thursday, Friday, August 18, 19, 20 ..... New Student Orientation
Friday, August 20 ..... General Registration
Monday, August 23 ..... First Day of Classes
Monday, August 23 ..... Late Registration Fee in Effect for All Students
Friday, August 27 ..... Last Day to Register, Add New Courses, Make Section Changes, Change Pass/Fail and Audit
Monday, September 6 ..... Labor Day Recess
Saturday, September 11 ..... Rosh Hashanah (Day of Special Concern)
Monday, September 20 ..... Yom Kippur (Day of Special Concern)
Friday, October 8 ..... Mid-Semester
Tuesday, October 12 ..... Mid-Semester Reports Due
Friday, October 29 ..... Last Day to Drop a Class
Saturday, November 20 through Sunday, November 28 ..... Thanksgiving Recess
Thursday, December 9 ..... Last Day to Withdraw from University
Friday, December 10 ..... Last Day of Classes
Friday, December 10 ..... December Convocation
Monday, December 13 through Saturday, December 18 ..... Final Examination Week
Sunday, December 19 through Tuesday, January 4, Incl. ..... Christmas Recess
Wednesday, December 29 ..... Degree Conferring Date (No Ceremonies)

SECOND TERM

Wednesday, Thursday, Friday, January 5, 6, 7 ..... New Student Orientation
Friday, January 7 ..... General Registration
Monday, January 10 ..... First Day of Classes
Monday, January 10 ..... Late Registration Fee in Effect for All Students
Friday, January 14 ..... Last Day to Register, Add New Courses, Make Section Changes, Change Pass/Fail and Audit
Monday, January 17 ..... Martin Luther King's Birthday Recess
Monday, February 7 (Not a holiday) ..... West Virginia University Day
Friday, February 25 ..... Mid-Semester
Tuesday, February 29 ..... Mid-Semester Reports Due
Friday, March 17 ..... Last Day to Drop a Class
Saturday, March 25 through Sunday, April 2 ..... Spring Recess
Thursday, April 20 ..... Passover (Day of Special Concern)
Friday, April 21 ..... Easter Recess
Thursday, April 27 ..... Last Day to Withdraw from University
Friday, April 28 ..... Last Day of Classes
Monday, May 1 through Saturday, May 6 ..... Final Examination Week
Monday, May 8 ..... Grade Reports for all Graduates Due in Dean's Office
Tuesday, May 9 ..... Election Day Recess
Wednesday, May 10 ..... Dean's Report on Graduates Due in ARC
Saturday, May 13 ..... Alumni Day
Sunday, May 14 ..... Commencement

2000 SUMMER SESSION I

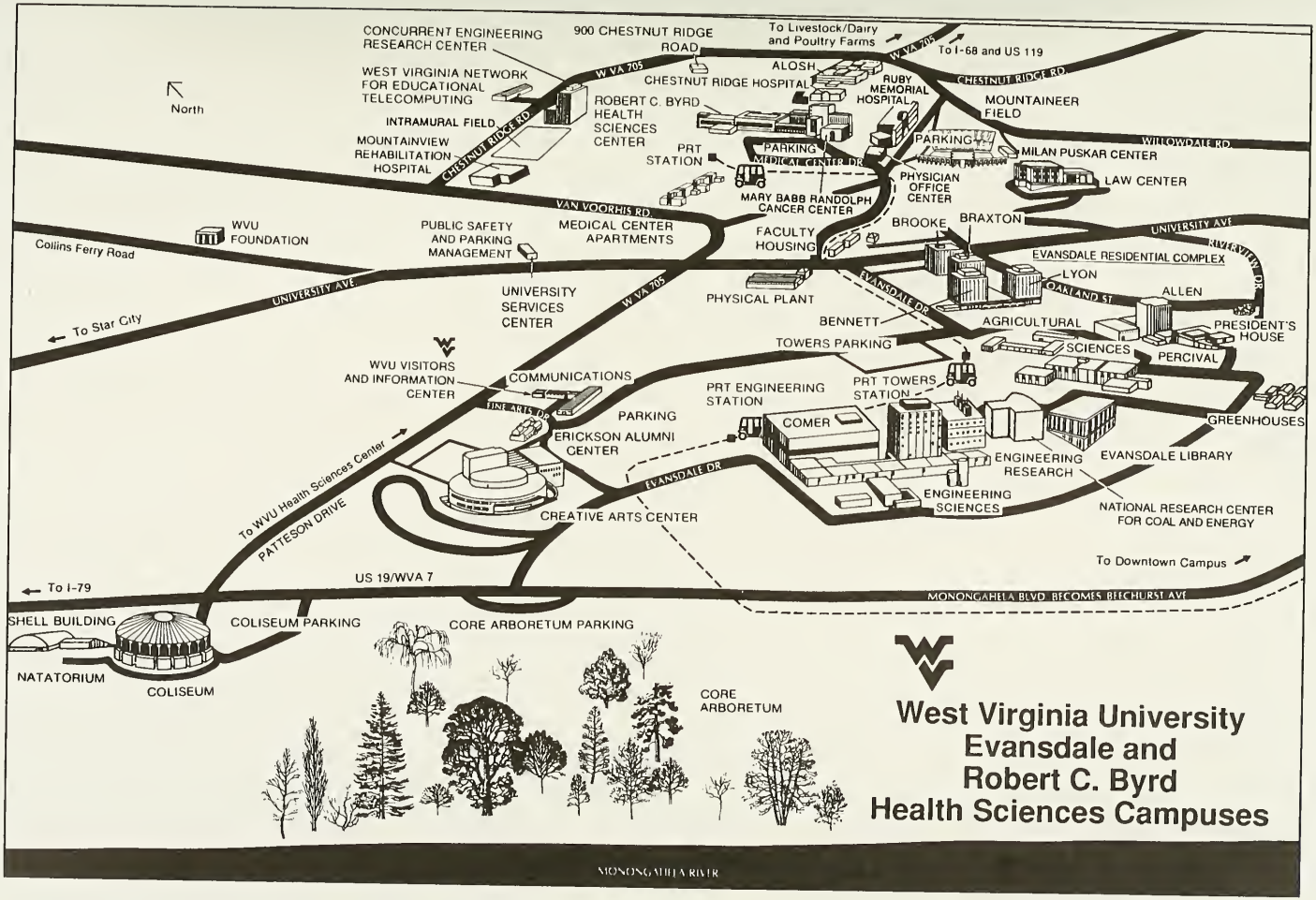
Tuesday, May 23 ..... Registration
Tuesday, May 23 ..... First Day of Classes
Wednesday, May 24 ..... Late Registration Fee in Effect for First Six-Week Session for All Students
Friday, May 26 ..... Last Day to Register for First Six-Week Session and Last Day to Add Courses or Make Section Changes in First Six-Week Session
Monday, May 29 ..... Memorial Day Recess
Friday, June 16 ..... Last Day to Drop a Class for First Six-Week Session
Thursday, June 29 ..... Last Day to Withdraw for First Six-Week Session
Friday, June 30 ..... Last Day of Classes for First Six-Week Session
Friday, June 30 ..... Final Exam for First Six-Week Session

Appendix L

2000 SUMMER SESSION II

Monday, July 3 ..... Registration
Monday, July 3 ..... First Day of Classes
Tuesday, July 4 ..... Independence Day Recess
Wednesday, July 5 ..... Late Registration Fee in Effect for Second Six-Week Session for All Students
Friday, July 7 ..... Last Day to Register for Second Six-Week Session and Last Day to Add Courses or Make Section Changes in Second Six-Week Session
Friday, July 28 ..... Last Day to Drop a Class for Second Six-Week Session
Wednesday, August 9 ..... Last Day to Withdraw for Second Six-Week Session
Thursday, August 10 ..... Last Day of Classes for Second Six-Week Session
Thursday, August 10 ..... Final Exam for Second Six-Week Session
Friday, August 18 ..... Degree Conferring Date (No Ceremonies)

West Virginia University
Downtown Campus
North
To I-68 and I-79
MORGANTOWN MUNICIPAL AIRPORT/HART FIELD
To WVU Forest, Plant Sciences Farm and Morgantown Airport
WVU MOTOR POOL
INSTITUTE FOR HISTORY OF TECHNOLOGY & INDUSTRIAL ARCHAEOLOGY
HORTICULTURE FARM
To Livestock/Dairy and Poultry Farms
COLLEGE PARK APARTMENTS
WILLEY ST
COLLEGE AVE
STEWARTSTOWN RD
STEWART ST
FALLING RUN RD
CAMPUS DR
UNIVERSITY AVE
GRANT AVE
GLENNLOCK
CENTENNIAL HOUSE
BUSINESS & ECONOMICS
COMPUTING SERVICES
To Evansdale Campus, Robert C. Byrd Health Sciences Center, I-79
CHITWOOD
WOODBURN
OGLEBAY
MARTIN
ARMSTRONG
BROOKS
BEECHURST AVE
PRT STATION
BEECHURST
PURINTON HOUSE
MOORE
STEWART
DADISMAN
STUDENT SERVICES
WVU BOOK STORE
STALNAKER
MONROE ST
MANSION ST
BEE AVE
PRICE ST
SPRUCE ST
BOREMAN
MOUNTAINLAIR
MOUNTAINLAIR PARKING GARAGE
CHEMISTRY RESEARCH
MOSE LIBRARY
CLARK
COLSON
ADMISSIONS AND RECORDS
HODGES
FIESLAND
ROOSEVELT
US 19/WV 7
REGIONAL RESEARCH INSTITUTE
WHITE
WILLEY ST
ARNOLD HALL AND APARTMENTS
CENTER FOR BLACK CULTURE & RESEARCH
DAILY ATHENAEUM
US 119
HIGH ST
SPRUCE ST
CHESTNUT ST
UNIVERSITY AVE
BEECHURST AVE
KNAPP
MAIN ST
STANSBURY
MONONGAHELA RIVER


CONCURRENT ENGINEERING RESEARCH CENTER
900 CHESTNUT RIDGE ROAD
To Livestock/Dairy and Poultry Farms
To I-68 and US 119
WEST VIRGINIA NETWORK FOR EDUCATIONAL TELECOMPUTING
ALOSH
CHESTNUT RIDGE HOSPITAL
RUBY MEMORIAL HOSPITAL
CHESTNUT RIDGE RD.
North
INTRAMURAL FIELD
ROBERT C. BYRD HEALTH SCIENCES CENTER
MOUNTAINEER FIELD
MOUNTAINVIEW REHABILITATION HOSPITAL
PRT STATION
PARKING
PARKING
WILLOWDALE RD.
MEDICAL CENTER DR.
MILAN PUSKAR CENTER
PHYSICIAN OFFICE CENTER
LAW CENTER
MARY BABB RANDOLPH CANCER CENTER
VAN VOORHIS RD.
BROOKE
BRAXTON
UNIVERSITY AVE.
WVU FOUNDATION
PUBLIC SAFETY AND PARKING MANAGEMENT
MEDICAL CENTER APARTMENTS
FACULTY HOUSING
Collins Ferry Road
EVANSDALE RESIDENTIAL COMPLEX
LYON
OAKLAND ST.
ALLEN
UNIVERSITY AVE.
UNIVERSITY SERVICES CENTER
W.VA 705
PHYSICAL PLANT
EVANSDALE DR.
To Star City
BENNETT
AGRICULTURAL SCIENCES
PRESIDENT'S HOUSE
TOWERS PARKING
PERCIVAL
WVU VISITORS AND INFORMATION CENTER
COMMUNICATIONS
PRT ENGINEERING STATION
PRT TOWERS STATION
FINE ARTS DR.
PARKING
COMER
GREENHOUSES
ERICKSON ALUMNI CENTER
ENGINEERING RESEARCH
EVANSDALE LIBRARY
To WVU Health Sciences Center
EVANSDALE DR.
ENGINEERING SCIENCES
NATIONAL RESEARCH CENTER FOR COAL AND ENERGY
PATTESON DRIVE
CREATIVE ARTS CENTER
To Downtown Campus
To I-79
US 19/WVA 7
MONONGAHELA BLVD. BECOMES BEECHURST AVE.
SHELL BUILDING
COLISEUM PARKING
CORE ARBORETUM PARKING
NATATORIUM
COLISEUM
CORE ARBORETUM
West Virginia University
Evansdale and
Robert C. Byrd
Health Sciences Campuses
MONONGAHELA RIVER

Notes